

# Work Placement – Summary

## Purpose:

This guide supports organisations hosting undergraduate students for [BSc Textile Innovation and Sustainability](#) programme from the University of Leeds for the Work Placement Year (2026/27). The aim is to create a structured, mutually beneficial experience that develops students' transferable skills and workplace understanding.

## Key Responsibilities for Industrial Hosts

- **Employment Status:** Treat students as temporary employees with access to standard workplace policies (hours, dress code, internet use, appraisals).
- **Health & Safety:** You hold primary responsibility. Conduct risk assessments and provide full induction on safety procedures. Maintain a safe working environment consistent with legal and company standards.
- **Supervision:** Provide meaningful tasks aligned with industry standards, not just administrative work. Assign a dedicated supervisor to:
  - Develop a clear placement plan with objectives, expectations and training.
  - Offer regular feedback and mentoring.
  - Facilitate University check-ins (virtual visits).

## Skill Development:

- Enable exposure to real industrial processes, tools, and workflows.
- Encourage students to apply academic knowledge to practical challenges.
- Support development of transferable skills: communication, teamwork, problem-solving.

## Assessment Support

- Allow students limited time to collect data/images for their reflective portfolio and presentation.
- Respect confidentiality by reviewing work and using NDAs if necessary.

## Collaboration & Feedback

- Complete evaluation forms at the end of placement.
- Nominate outstanding students for awards.
- Communicate any issues early to ensure resolution.

## Operational Requirements

- **Induction Checklist:** Assist students in completing within first two weeks.
- **Placement Visits:**
  - **Visit 1:** Joint discussion with supervisor and student (3–6 months in).
  - **Visit 2:** Student-only check-in (Spring).
- **Communication:** University contacts students monthly; escalate issues promptly to the Employability & Placements Team.

## Assessment & Learning

- Students complete **1200 hours** of work plus a reflective portfolio and presentation (pass/fail basis).
- A placement portfolio of no more than 2,000 words made up of four tasks submitted over the course of the year. Visual
- Presentation allowing exploration of the skills and knowledge gained during the placement, related to the stated outcomes of the module.
- Allow limited time for students to gather data/images for assignments.
- Submission deadline: **1 September 2027**.

## Compliance & Special Cases

- **International Students:** Must meet UKVI requirements; report non-attendance or performance concerns immediately.
- **Confidentiality:** Use NDAs for sensitive projects; review student work before submission if needed.
- **Problem Resolution:** Contact University immediately for disciplinary or major changes in placement scope.

## Benefits for Industry

- Opportunity to shape future talent and gain fresh perspectives.
- Recognition through **Placement Awards** and ongoing collaboration with the University.
- Employers encouraged to share future vacancies for continued partnership.