

2013-14
INFORMATION PACK
For ENGINEERING and
TECHNOLOGY
PLACEMENT STUDENTS

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REGISTRATION

Once you have received confirmation of your placement we need you to register. Please complete the registration form (Page 4) that is enclosed, as this will ensure we have all the details relating to your industrial placement. Please complete and return to:

Placements Unit
Staffordshire University
Careers & Placements Centre
Beacon Building
Beaconside
Stafford
ST18 0AD

Remember! If you do for any reason have a change of address whether it be a placement or home address, please inform Placements on tel: 01785 353 460 or e-mail: placements@staffs.ac.uk

Placement Record Form (UG Engineering/Technology)

1. Student Name

2. Student ID Number

3. **Company's** name and address including department

Tel	Email
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Office Use

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CV

4. **Student's address** for correspondence during placement

Tel	Email
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5. Start Date End Date (if known)

6. **Company Supervisor's** Name and Position

Tel	Email
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7. Job Specification

8. Student Declaration - I agree to read the handbook and keep Staffordshire University up to date with any changes to my circumstances i.e. work address, home address or mobile number

Student's signature

This form must be completed as fully as possible and returned to the Placements unit when a placement has been secured. Please inform the placements unit if there are any changes to this form by sending an updated copy. You can return this form by email, fax or post.

Email: placements@staffs.ac.uk

Placements Unit
Careers and Placements Office
Beacon Building
Staffordshire University
Beaconside
Stafford
ST18 0AD

Telephone: 01785 353 460

Fax: 01785 353 605

REQUEST FORM**STUDENT CARD**

Please note your card will not be issued until you have completed your enrolment process or your School have confirmed your industrial placement/year abroad.

Award	
Surname	
Forenames	
Date of Birth	
Student Reference	
Address to send card to (If part-time or on placement)	

If you wish to change your photograph, please attach a passport photograph for your Student Card

Please return this form to the Information Centre:

STOKE STUDENTS

Student Records, Information Centre, Flaxman Building College Road, Stoke-on-Trent, ST4 2DE

STAFFORD STUDENTS

Student Records, Information Centre, Beacon Building, Beaconside, Stafford, ST18 0AD

Dear Student,

**RE: STUDENT LEA RENEWAL
PLACEMENT YEAR 2013/14**

According to the University records you will be on placement in the academic year 2013/14 and therefore not attending regular classes at the University.

Despite not being in attendance on the University premises it is important for you to complete all forms sent to you by Student Finance England (SFE) relating to the 2013/2014 academic year. If you are currently paying £3465 your placement period carries a tuition fee of £711.00 or if you are currently paying the new higher tuition fee rate eg £7490 or £7990 your placement period carries a tuition fee of £1000. It is crucial that SFE tuition fee assessment is renewed. You may apply for a tuition fee loan to cover this amount. For further information please contact SFE or the SFE European Team.

I am afraid that if SFE informs the University that it cannot pay our invoice, you personally will become liable for the tuition fees. Therefore, as you can appreciate, it is definitely in your interest to ensure that all relevant forms are completed and returned promptly to SFE.

If you require a student card for the academic session 2013/2014 please put your request in writing to **Lynn Hassall, Information Centre, Staffordshire University, College Road, Stoke-on-Trent, ST4 2DE** ensuring you state the placement address for the card to be sent to. Student cards will be produced in September/October following confirmation from your faculty of your placement details.

If you move address during your placement year or if any of your personal details need amending please contact your Faculty Office so that your record can be updated. Should you have any queries regarding tuition fees/loans/student card please do not hesitate to contact me on the below number/email.

Yours faithfully

H. Ferneyhough

Ms Helen Ferneyhough
Student Information Manager
Direct telephone line 01782 292734
Email: h.ferneyhough@staffs.ac.uk

Please reply to: Student Records/Loans, Information Centre, College Road, Stoke on Trent ST4 2DE

Administrative Details Please Take Note

It is essential that you complete the Placement Record Form as soon as possible after gaining approval for the placement and return this to the placements unit. This provides important information, including addresses and telephone numbers, which enable us to contact you during your placement. Clearly it is most important that you notify the placements staff of any changes (particularly addresses and telephone numbers), which occur during the year so that our information is always accurate. It is also important that you check your University e-mail account on a regular basis as this will remain ours and the University's way of contacting students out in industry. Please note your first visit from your Visit Tutor will normally take place around Christmas.

Conduct

As an employee of the organisation for whom you will be working over the next 12 months (a minimum contract length of 48 weeks for full time awards and 32 weeks for Bridge students is required) you will be expected to conduct yourself in a way consistent with the expectations of both your employer and the University. It is important that you ascertain what normal practices exist within the organisation i.e. use of E-mail, standard dress code etc. In particular, you should maintain the same standards of time-keeping, and other working practices which permanent employees must comply with, especially in connection with professional and ethical protocol in relation to security and confidentiality of data and information.

I hope that you will be a good 'ambassador' for the University as your performance will form the basis for us being able to sustain long-term relationships with the company.

Supervision

Throughout your placement period you will be supervised by a Company Supervisor, (usually your line manager) and you will maintain contact with the University through a placement Visit Tutor. The tutors will be appointed at the start of the first semester and first visits will normally be conducted around Christmas.

You may know who will be your Company Supervisor as a result of the interview, which secured your placement. If this is not the case, you should establish, on commencing work, who your supervisor will be and communicate this information to the Placements Unit via the Placement Record Form.

A Placement Visit Tutor will be allocated to you as stated and will establish contact normally via telephone or e-mail.

You will normally receive two visits from your placement tutor during your period in industry.

Health and Safety Issues

Employers have the primary duty to ensure the health and safety of placement students during their employment. The University has a Health and Safety record form which employers are required to complete and return, to ensure that they meet appropriate standards of health, safety and welfare. During your induction to the organisation the following items should be included where appropriate:

emergency procedures, safety policy received or location known, location of first aid box, first aid arrangements, fire procedures, accident reporting, display screen equipment regulations, manual handling procedures, protective clothing arrangements, instruction on equipment you will be using.

If you are in doubt over any of the above issues ask your Industrial Supervisor for clarification.

Work Expectations

It is hoped that your placement proves to be an interesting and stimulating experience, which will provide a good basis for academic work in the final year of the course. Do bear in mind, however, that most jobs have their mundane aspects, so do not be surprised if, at some time, you find yourself having to do what you consider to be routine, and perhaps even boring, tasks.

It is worth bearing in mind that routine tasks, which may not be particularly interesting or intellectually challenging, nevertheless have to be done and their timely and accurate completion could be very important. If, however, you feel that you are being asked to undertake an excessive amount of 'undemanding' work or, perhaps, are not being given enough work to keep you constructively occupied then you should take steps to rectify the situation. Often an informal discussion with your Company Supervisor will be all that is required - so do use your initiative rather than adopt a 'laissez faire' attitude, hoping that the situation will improve without your intervention. If you are unsure how to proceed, do not hesitate to seek advice from your University Visit Tutor.

It is most important that you use your initiative to gain the widest possible experience of the "real world" aspects of the business environment by taking full advantage of all opportunities open to you, consistent of course with the requirements of the position to which you were appointed.

Looking Ahead

In the final year of the course you will undertake a number of modules and a project. It is quite likely that your placement will help you both to identify modules which are attractive to you and also to generate ideas for your project, which, in turn contributes to your award.

It is recommended that, once you have settled in and are familiar with your working environment, you should keep a watchful eye open for an opportunity to identify an activity (an analysis, an investigation, a software requirement) related to your work which could form the basis for this project. There is no reason why you should not inform your Company Supervisor about this component of your final year studies - doing so may prompt some useful suggestions.

At some point during the placement period you will be required to register for your Level 3 modules. This is likely to take place during April/May and you will be contacted at that time by your Award Administrator.

Student Card/Loans information

Complete Student card form and hand in or post to:

STAFFORD STUDENTS

**Student Records, Information Centre, Beacon Building, Beaconside Stafford,
ST18 0AD**

Student cards will be produced in September/October following confirmation from your school of your placement details.

Please note Tuition Fees are for the administration of your placement, not for its sourcing or the provision of a Visit Tutor. Fees will only normally be charged once you have successfully secured and started a placement.

INDUSTRIAL ASSESSMENT

In addition to the assessment of your reports, you are required to attend a 30 minute interview on return from your placement. This may take place at any time in the first semester (including the assessment period for this semester). It will include a 20 minute presentation to highlight aspects of your placement and to discuss the added value which you have gained. A Power Point presentation is expected. Flip charts, overhead projectors and electronic white boards are available.

The panel arrives collectively at an assessment of the student's industrial placement.

Please note that your company supervisor is required to complete an Assessment Form and Questionnaire during the Visit Tutor's final visit. All comments made by your supervisor to the Visiting Tutor will be taken into account when assessing your placement period.

REPORT WRITING

1. General Information

At the end of your training period you are required to produce:

- Your up-dated log book
- A Summary Report (2 copies)
- A Business Report (2 copies)
- A Major Technical Report (2 copies)

The reports should be bound in covers provided by the firm or in covers obtainable from the University's reception.

To help you obtain the maximum benefit from your work experience some further notes are added listing the "Aims and Objectives of Sandwich Courses".

All reports should be signed and dated by the writer and his/her supervisor. This signature may be necessary to signify permission for the document to be released. This takes time and due allowance should be made for this.

You will need to make two copies of each report and hand them in to the Placements Office (C012, Beacon Building) on the first day of the new term.

2. Points to Consider when writing your Reports

- The format outlined in the following pages is described as a general format and provides general guidance on the content. Your placement experience will determine the extent to which you have sufficient information to report on the issues suggested.
- Consult your tutor, on the precise format and extent of the report, as she/he will be able to give you more precise guidance in relation to the nature of your placement.
- Consult your employer in relation to information on the broader aspects of the organisation and its activities.
- The Business Report is intended, as with your Technical Report to be completed during your Industrial Placement. Your Technical Report may require security clearance; this can take up to six weeks or even longer, so start your project as soon as you start your placement.

3. Log Book

The log book is to be kept and updated on a regular basis for inspection by your Industrial Tutor - please bring your log book with you to your Industrial Assessment interview. The log book will be returned to you at the end of the interview.

The log book should provide a permanent record of the work you have experienced with notes on how you tackled the particular jobs performed. It should contain data you had to acquire in order to perform the various tasks. The log book is not a simple diary but a personal reference manual to which you can refer in the future. It will supplement your lecture notes and text books. It should also contain constructive comments on the experience gained and the training received.

During your placement, the log book should be written up at regular intervals - at least once a week. A loose-leaf binder is ideal for the log book; the pages should be numbered and an Index included. All reference material such as published leaflets, makers codes, computer programmes and print-outs, etc, should be kept separately as Appendices. When appropriate, sketches should be used where these amplify and add to the written matter.

SUMMARY REPORT

1. Cover Sheet for the Summary Report

The cover sheet for this report should be as follows:

Name

Industrial Period

Dates

Number of Weeks of Training Received

Company/Establishment

Purpose of Reports

During your Industrial placement you learn from the experience of working in the world of reality rather than in the theoretical academic environment. In this report you are asked to summarise your work experiences and your perception of professional skills and competences acquired and development during your placement. This Summary Report, together with your Technical and Business Report will form the basis for discussion at your oral examination by the Industrial Assessment Panel.

2. Guidance Notes on how to complete the Summary Report

- The Summary Report should be of 600 words length approximately.
- The Report should be typed for preference; if not typed then written neatly in black ink.
- Describe in not more than 300 words the nature of the work you have performed during your industrial placement.
- Comment in not more than 300 words, on the value of your placement in developing and extending your professional skills and competencies. Consider the following points:
 - (i) Application of relevant technological/engineering principles - both those already known to you and new knowledge you had to acquire.
 - (ii) The need to exercise initiative/imagination/creativity;
 - (iii) Perceiving and solving problems/making judgements;
 - (iv) Exercising self motivation;
 - (v) Exercising interpersonal skills especially in communication;

- (vi) Acquiring an awareness of commercial and social needs and cost effectiveness.

Business Report

1. Introduction

You are required to produce a report based upon a business and financial appraisal of the company organisation in which you are working. The report should be approximately 2000 words in length, though this may be supplemented by the use of diagrams, flow charts and/or tables of data where appropriate. The overall aim is to encourage a wider and more detailed understanding of the financial and organisational structure of your own organisation and of its placement within a broader local, national and where appropriate international, industrial environment.

2. Objectives of the Report

- To illustrate your general understanding of the organisation in which you are working - products, markets and competitors.
- To recognise the main areas of activities and how these have developed.
- To develop an understanding of the organisational structure, the main functions in the organisation, the role they play in the organisation, and how the organisation structure welds these functions together.
- To analyse the general nature of communications within the organisation, both across different functions, and within individual functions.
- To analyse specifically the operation of the particular function/department with which you are employed and to recognise the contribution this makes to the organisation as a whole.
- To assess the source of funding and financial standing of your placement organisation and of the functional area/department in which you work.

3. Format and Content of the Report

- **Introduction**

Brief introduction to the organisation and the specific area of your involvement

- **The Organisation**

The organisation, its historical development and general range of activities.

The products/services provided by the organisation.

The general objectives of the organisation in relation to its customers and employees.

The overall structure of the organisation; the different division, departments or sections and the role they perform.

The geographic distribution of the organisation activities.

- **The Environment**

The general nature of the markets that the organisation operates within.

The nature of competition within these markets.

The effects of technology within the market, and how the company responds to this.

Details of any particular constraints or issues within the environment, which influence the organisation.

- **The Functions**

Outlines of the organisation structure of the functional area in which you are employed.

The main Departments/Sections of the function and brief details of the role they perform and the contribution they make to the effective running of the Department.

- **The Department/Section**

Details of the work/activities of the Department or Section within the organisation in which you are placed and how your specific activity contributes to this.

- **Communications/Information Technology**

Details of the main methods of communication used in the organisation, in relation to reports, instructions, procedures etc.

The distinction between formal and informal communications within the organisation and its departments.

The ways in which the organisation is using formation technology to aid its work and communication, i.e. the use of micros, mini or mainframe computers in the provision of appropriate Management Information Systems and in the use of CAD/CAM and/or CAPM.

- **Financial Structure**

Details of the sources of capital and methods of funding and financial planning and control exercised within your placement organisation.

An indication of the degree of effectiveness achieved in financial planning and control, including the control of individual projects.

An indication of the market share of your organisation.

Technical Report

1. Guidance Notes on how to complete the Technical Report

This report should be 3000-5000 words length and a detailed description of an aspect of work you have been doing.

This report should be structured. There should be a definite title, a summary, an index, an introduction and chapters, which show a logical development, finishing with a conclusion.

Remember that a Technical Report should be succinct but nevertheless, convey all the essential details of the project being described and discussed. A report, which is too long, will be criticised as much as one, which is too short.

You should discuss the title and format with your tutor and industrial supervisor. There is usually plenty of scope for writing a suitable and representative report on some aspect of the work you have been doing. If you have been working on a specific project in either research, development of design, then this will provide the obvious subject of the report.

If your work has been more general (for you have moved from one Department to another), then a critical appraisal of the firm as a whole or its products or a particular department within the firm could form the basis of the report.

2. Contents of the Report

- 1.0 Acknowledgements
- 2.0 Introduction
- 3.0 Title of Project
 - 3.1 Outline
 - 3.2 Brief
 - 3.3 Solutions
 - 3.4 Project Results
- 4.0 Conclusions & Recommendations
- 5.0 Appendices
- 6.0 References and Bibliography

3. Glossary of Terms

- **Appendices**

These are used to keep the main report uncluttered - includes derivation of mathematics equations, computer programs and other supplementary information and data.

- **References**

These show published work used in writing that are quoted from and specifically mentioned.

- **Bibliography**

This is a list of published work that has not been specifically referred to, but is of interest and of use to the reader.

- **Pagination**

It is important that pages are numbered.

- **Numbering**

This system must be consistent.

- **Headings**

The headings given provide an outline for a plan. However, these must be reconsidered once the final report is written up.

- **Conclusion**

This will bring certain material together and sum up much that has gone on before. On the basis of the evidence the writer concludes that certain problems have been identified.

- **Recommendations**

These may not be necessary. However, they are subjective views of the writer as to how the facts should be dealt with.

Aims and Objectives of Sandwich Courses

1: Interpersonal and Social Skills

This factor is concerned with gaining an appreciation of human relationships. It relates to such various abilities as working effectively as part of a team and as a member of a hierarchy; mixing with others including superiors, peers and subordinates; organising the work of others and exercising responsibility over them. Communicating skills are also an important part of this factor, and include the ability to act tactfully, to present a case clearly, and to interpret the needs of others, whether articulated or implied.

2: Insight into the World of Work

This factor is concerned with the insight into the 'world of work' to be gained from a placement experience. It is about understanding the constraints of working life, as well as being aware of the functional relationships within and between organisations. An orientation toward work processes, the relationship of work to the rest of society, and an understanding of the realities of working life are all important elements of this factor.

3: Interrelationships of Theory and Practice

This factor is about relating theory to practice, and it describes how a placement offers practical experience of the application of theoretical concepts. It is concerned with appraising the usefulness of theory and academic knowledge at the practical level, as well as offering a context within which to integrate the practical and theoretical parts of an academic course.

4: Personal Development

This factor is about developing personal attributes like self-confidence, maturity and self-reliance. The ability to accept responsibility, to work effectively - especially under stress, and to build on previous knowledge and experience, all contribute to this factor.

5: Additional and Indirect Benefits of Placements

Various benefits arise from work experience in addition to those directly related to a training programme. Such benefits include opportunities for employment and recruitment course appraisal and review, and informed selection of course options and project work. It gives college staff links to industry and commerce, and in return employers gain closer links to the educational sector. A placement can provide fresh ideas and new experiences to all those who participate in it, such as meeting employers' short-term project needs.

6: Career Preparation

This factor is about the contribution work experience makes to career development. Knowledge of potential careers, and experience of them, as well as the development of new areas of interest being considered important aspects of a placement. An

insight into different careers and the opportunities for recruitment provided are other significant aspects of this factor.

7: Technical Development

This factor is concerned with the development of technical knowledge and expertise. It is about being involved in product innovation, design and construction. It concerns perceiving the needs of a task accurately and knowing how to extract information quickly and effectively.

(Taken from "Training Instruments Pack (TIP)" CNAA Development Services Publication 1. October 1982.