YOUR TALENT

YOUR FUTURE

Professional Training placements and careers guidance at the University of Surrey 2018
Once in a lifetime, there is a moment that changes everything, in which the right people, at the right time, and in the right place come together to create something extraordinary and unexpected.
What is a Professional Training placement?

We’re proud of our track record for graduate employability. One of the main reasons for our success is our Professional Training placement programme, which, with over 2,300 partner organisations in the UK and overseas, is one of the largest in the world.

The Professional Training placement year provides the opportunity for you to spend twelve months working in industry, commerce, the public sector or in a research institute. It increases your understanding of your subject, gives you real insight into your career potential, and develops your professional experience. It can be invaluable in developing work-based skills and helping you secure your graduate career.

For the majority of programmes the placements occur during the third year of study. Your Professional Training Placement Tutor will be a useful source of advice about where to secure a suitable placement.

A unique feature of the Professional Training placement is that it is part of the degree, is assessed and counts for 120 Level P credits towards the total credits for your degree (480 credits for four-year degrees and 600 credits for five-year degrees).

How long are placements?

Most Professional Training placements last for a year (they must last at least 30 weeks, but generally most employers want students to work up to a year). Students on some degrees can opt for a six-month work placement and a six-month study exchange at a partner university as part of their placement year.

Placements abroad

Surrey has contacts with companies all over the world, so you could choose to secure a Professional Training placement abroad. If you go to another part of Europe, you'll currently be eligible for Erasmus+ funding: this provides a small stipend to supplement any income you receive on placement.

Employers are looking for adaptability, flexibility and a sense of adventure. Do a placement abroad and you’ll become a different person: more globally aware, appreciative of another culture and in many cases with mastery of another language. To check where you can go on exchange or to undertake a laboratory placement, visit: surrey.ac.uk/globalexchanges

The Global Engagement Office provides support to all students who choose to go abroad on a placement to ensure you have a fulfilling experience.
For my Professional Training placement I went to America, to a small area called Auburn, Indiana. I worked for a Steel company called Steel Dynamics Inc (SDI). The CEO, Mark Millet, is a former student of the University of Surrey and started the company over 20 years ago.

The work on my placement involved construction, hydraulics, water management and project engineering. It was a very well-rounded placement. The key highlight was managing the removal of an old ladle bay platform, constructing a new one and integrating components into the platform. It was part of a larger project for the extension of a ladle bay platform to increase productivity of the plant. It felt great to know that my individual project was a key pivotal point in the expansion of the ladle bay and that, without my involvement, the expansion couldn’t have taken place.

I would highly recommend a Professional Training placement to others due to how much it made me grow. I believe that the large project management aspect of the placement made me grow in terms of understanding the practical element of engineering.

Jordan Mitchel
BEng Aerospace Engineering Placement with Steel Dynamics Inc.

On a placement you are grown, stretched and tested, but come out the other end a stronger individual.
Surrey’s talent for the future

Surrey led the field in introducing a Professional Training placement for students in 1955. The University of Surrey is one of the pioneers of Professional Training placements, with a history dating back to the late 19th century.

Placements are a crucial part of the personal and professional development process which runs throughout the undergraduate programmes at Surrey. Professional Training is about helping you to be more prepared for the world of work or postgraduate study after graduation, and equipped to adapt to the changing demands of the workplace. Our students tell us their placement transforms their lives and their career choices.

The Professional Training programme is a partnership between three parties – the University, the placement provider and you. On beginning your placement you will discover that Professional Training is much more than just work experience. You will be working in a professional environment where your academic and personal potential can develop, helping you to become a fully rounded and reflective individual. These qualities are widely recognised by placement providers, and a significant proportion of placement students at Surrey are offered permanent graduate employment. Surrey students go on to secure graduate roles in most of the leading companies in the UK and around the world.

Keith Herrmann
Director of Employability and Careers
I spent six months with Airbus and six months at Surrey Satellite Technology Ltd, which gave me the opportunity to compare and contrast two very different working environments.

Originally from Sweden, I was attracted to Surrey because it offered a course that really interested me. I liked the fact that the University is actively involved in the space industry - not just for research but also for commercial activities – through Surrey Satellite Technology Limited (SSTL) and the Surrey Space Centre (SSC).

At Airbus I worked on functional verification testing and simulating satellites. I was given a lot of responsibility, and got to programme tools which will help the company in the future. I also learned to communicate effectively, work independently, and fit in with the Airbus company culture, which is highly professional with great emphasis placed on confidentiality.

At SSTL I worked in the in-orbit testing department for Galileo (a GPS system of the near future). I was responsible for programming tools to help automate tasks, aimed at saving time and money.

Vilma Wilke
MEng Electronic Engineering with Space Systems
Placement with Airbus and Surrey Satellite Technology Ltd
The placement schedules

**Level 1 (first year)**
Like all Surrey students, you’ll spend your first year on campus studying your subject and gaining the skills and understanding that will help you during your Professional Training placement.

**Level 2 (second year)**
In the second year, you discuss your own particular subject interests, abilities and wishes with your Professional Training Placement Tutor. Some employers may make presentations about their companies at the University. Placement opportunities are also widely advertised by the Employability and Careers Centre.

**Level P (third year)**
In the third year of your degree programme you’ll be a full-time employee (either in the UK or abroad) of the company that offered you a placement. You will be supported by an academic who is your Professional Training Placement Tutor, and who also visits you while on placement. You also have to complete written reports about your placement for the University.

**Level 3 (fourth year)**
You return to the University of Surrey campus for the fourth and final year of your degree programme. Written reports about your training period are taken into account for assessment and feedback. The experience of the year in a professional environment influences project work and study in the final year, and students invariably return with fresh interest in their subject, having seen its relevance in a working context.

The Professional Training programme offers a unique experience in terms of gaining access to the world of work as an integral part of your studies: meeting employers, developing job search skills and acquiring the employability skills that employers look for.

Our academics work with our Careers Advisers to bring career relevance to the subjects you study, and (alongside the team in the Employability and Careers Centre) help to prepare you for your placement, ensure you have first-rate professional and personal skills, and receive the best learning opportunities.

You’ll have access to a wide range of support, including:
- One-to-one advice on placement options
- Where to find placement opportunities
- Support with online applications, CVs, aptitude tests, interviews and assessment centres

Most placement opportunities are paid, but some are unpaid due to the employer’s requirements or the nature of the industry.

Currently all students who undertake a placement in Europe are eligible for Erasmus+ funding. This may change once the UK leave the European Union. For more details, visit: surrey.ac.uk/student-exchanges/study-abroad/erasmus-exchange

Almost all our undergraduate students have the opportunity to take part in our Professional Training placement programme. This means a Surrey degree will normally last four years. Our degree programmes have been specially designed to incorporate professional experience and develop personal and work-based skills. The combination of personal development, academic learning and real-world application make for an unbeatable blend of skills, knowledge and professional experience.

Surrey has longstanding relationships with leading industries and professional bodies. They say that our Professional Training placements are an excellent way for students to experience the world of work, gain practical experience and develop the employability skills that employers want.
I chose Surrey for the modular degree structure and the opportunity for a Professional Training placement.

Staff are extremely friendly and helpful, and the University offers a lot of resources and support through the library, SPLASH and the Careers Service.

For my Professional Training placement I went to Neusentis, a Pfizer research unit in Cambridge where I undertook a lab-based project and molecular pharmacology lab work aimed at optimising receptor occupancy measurement using chemical biology tools.

In addition to lab experience, I acquired teamwork and leadership skills, as well as scientific presentation and writing skills. The work was challenging, however, I learnt how to scientifically troubleshoot through various hurdles to successfully address the project’s aims.

I would definitely encourage all undergraduates to pursue a Professional Training placement. It provides a wealth of experience that can help shape future career ambitions.

Sanjana Bhaskar
BSc Biotechnology
Placement with Neusentis
From the latest job vacancy information to inspiring talks and employability workshops, our Employability and Careers Centre will help you transform knowledge and skills into the tools you need for a successful career or postgraduate study.

Our careers team offer a wide range of support, including one-to-one advice, innovative events and access to employer directories to help you explore the exciting opportunities available after University and navigate the different stages of the recruitment process.

Whatever your degree or stage of study, the Employability and Careers Centre is open year-round, with help available online as well as face-to-face in our office, located at the heart of Stag Hill campus.

**Careers support available to Surrey students:**

**Advice**
We’re here to help you take the next step, whether you’re just starting to think about what you want to do after you graduate, or even if you already know. If you’re on your Professional Training placement, or are a part-time student, we can still help you.

**Guidance**
When you pay a visit to our office you’ll discover that we have lots of free information. Why not look around to get some inspiration? If you can’t find what you’re looking for, one of our team will be happy to help. The information available in the office is divided into different sections, including the following:

- Occupations
- Postgraduate
- Special interest
- Work and study abroad
- Employer information
- Your degree… What next?
- Options sheets
- Job hunting

**Quick Query sessions**
Our Quick Query sessions are a great opportunity for you to chat to an adviser about any kind of career-related query you may have. These 15-minute sessions are also useful if you need to get a job application completed and want advice on how best to go about it.

**Guidance appointments**
If you feel you need to talk to someone in more depth, then a guidance appointment is for you. You can book a longer, more in-depth discussion with an adviser linked to your subject. Your appointment will be a private and confidential one-to-one conversation about any career-related issues.
Careers fairs
Two major fairs take place each year to coincide with employer recruitment cycles. In the autumn, the focus is on applications for graduate roles and placements. In the summer, the emphasis is on immediate starts and early opening campaigns as well as work experience and summer internships. At these fairs you’ll have the opportunity to talk to representatives of potential employers from every sector, as well as people from professional bodies and voluntary organisations.

The event provides you with the chance to pick up information packs about the companies you’re interested in, but also to find out about their graduate schemes and to get a good idea of what employers look for when you’re applying for a job.

Skills workshops
In these interactive workshops, we’ll encourage you to get involved and practise the skills you need to plan your career and market yourself effectively and with confidence.

Careers networking events
These events are mostly held in the evenings and involve many speakers from organisations all over the country. Our speakers focus on popular career areas with talks on everything from law, technology, self-employment, to work in the charity or not-for-profit sector.

Careers talks and employer-led workshops
Come along to one of these events and you’ll meet experienced graduate recruiters who’ll show you what you need to succeed in the interview process and in the workplace. With top employers involved, they’re also great networking opportunities.

Employer presentations
This is your chance to talk to senior managers and recent recruits to get an insight into the opportunities employers can offer. These presentations will also provide you with tips on how to make your application stand out.

Your destination
If you want more ideas and details on career options, have a look at the national statistics. Results from universities across the country can be found here:

hecsu.ac.uk/current_projects_what_do_graduates_do.htm

Our support for your career doesn’t end once you graduate – our alumni can access the Employability and Careers Centre for life, and can benefit from face-to-face appointments for three years after leaving the University.

About our Employability and Careers Centre:
• On average over the last five years, 95 per cent of our graduates were in work or further study six months after leaving the University of Surrey, according to data from the Higher Education Statistics Agency (HESA)
• The latest average starting salary for Surrey graduates was £23,664
• We hold two Careers Fairs each year, with more than 150 employers and 2,000 students attending the Autumn Graduate Recruitment Fair
• In 2016, our Employability and Careers Centre was ranked 10th globally and 7th in the UK for careers advice in the independently conducted i-graduate Student Barometer
• In 2016, the University ranked 6th globally and 3rd in the UK for employability in the independently conducted i-graduate Student Barometer

David Stephens
The Employmenters

I made it very clear to the undergraduates I spoke with how lucky they are to have you, your workshops and the Careers team at their disposal. From my own expectations and observations, you presented some terrifically insightful information very well.

Your talent. Your future.
A highlight of my time at Surrey was working for IBM (International Business Machines Corporation) as part of my Professional Training placement.

The work involved assisting managers with many activities critical to the business. I worked as a Resource Management Analyst and part of the Project Management Office Team for one of IBM UK’s biggest clients. One of the major highlights of my Professional Training placement was the opportunity to work at the Wimbledon Tennis Championships 2015.

I would definitely recommend a Professional Training placement as it is a great way to find out about what you really want to do after graduation and makes you a lot more employable in your final year. It is a great asset to have a year of professional experience under your belt before you graduate.

Sifat Hasan
BSc Business Management
Placement with IBM

Since starting at Surrey I have become a more organised and goal-orientated person.
Create Wonder.
Start your journey at one of our Open Days.

OPEN DAYS
Book a place on one of our Open Days where you can meet students and academics, explore our campus and discover more about the courses that have fired your interest.

Friday 30 June 2017  
Saturday 1 July 2017  
Saturday 16 September 2017  
Saturday 14 October 2017

To book your place, please visit: surrey.ac.uk/opendays

CAMPUS TOURS
We run campus tours every Wednesday at 1pm – a great opportunity to explore our facilities and services. For more details and to make a booking, please visit:

surrey.ac.uk/campustour

VIRTUAL TOUR
Take a virtual tour, giving you a panoramic view of the whole campus and our local area – please visit:

surrey.ac.uk/virtualtour

Connect and explore

#createwonder
Disclaimer

Every effort has been made to ensure the accuracy of the information contained in this brochure at the time of going to print (May 2017).

The University takes reasonable steps to provide the educational and other services described in this brochure but reserve the right to introduce reasonable changes to the services including the way in which they are delivered.

Should industrial action or circumstances beyond the control of the University interfere with its ability to provide any services, the University will use reasonable steps to minimise any resultant disruption.

Please refer to the University website for updated information relating to any matters contained in this brochure. Where the information contained on the website differs from that in this brochure, the information on the website supersedes the information contained in this brochure.

We advise all applicants to view the website prior to making any application.

8145-0317