

# Industrial Placements and Internships

from Cogent Skills Services



**Cogent skills**  
for science industries



We are here to help employers to develop home grown excellence and significantly improve the employability skills of students and graduates in the science industries.

Our Placement Service is designed to support employers looking to host both industrial placements and shorter internships. Through three key areas; attraction, recruitment and development, Cogent Skills can significantly enhance your placements experience and provide you with the talented people that your business is looking for.

We work with businesses that are new to industrial placements through to experienced hosts and businesses that are looking to try a different approach.

Our Placement Service is designed to support employers looking to host both industrial placements and shorter internships. Through three key areas; attraction, recruitment and development, Cogent Skills Services can significantly enhance your placements experience and provide you with the talented people that your business is looking for.

We work with businesses that are new to industrial placements through to experienced hosts and businesses that are looking to try a different approach.

## **Our simple approach...**

You may receive lots of speculative enquiries about placements and internships, yet taking on a placement student or graduate can seem like one more task that you haven't really got time for. However, there are many reasons why you should consider offering placements; with the right guidance, providing such opportunities can be very rewarding for employers.

## **How we work**

### **Step 1**

A member of the placements team will meet with you to get a better understanding of your business. This will help us to find you the brightest student talent, most suitable to make a real contribution to your business objectives. We do this by offering you two services; a Recruitment Package and a Managed Placement Service. The Managed Placement Service means that we can directly employ the student(s) undertaking their placement with you. You, as the Host Employer pay a fee for the students' contribution, based on the agreed wage, plus a small weekly management fee to Cogent Skills Services.

During this time we will develop a project plan to ensure that your placement student is given appropriate tasks to support your business.

### **Step 2**

We advertise the placement vacancy online, within university departments and through our social media channels.

### **Step 3**

We screen applications based on your requirements, build a candidate database and present you with the CVs of the most suitable candidates.

As well as the above we write to unsuccessful candidates, providing them with constructive feedback, helping them to prepare for further opportunities.

Following the successful recruitment of your placement student you can expect to hear from us at agreed intervals to ensure that everything is going to plan.

### **Managed Placement Service**

For employers who are unable to increase headcount, we can employ the placement student on your behalf, managing all aspects of HR and payroll, including managing sickness & absence, implementing a project plan, appraisals and monitoring performance against objectives.

### **Graduate Output Profile**

All our placement students are provided with a personalised Graduate Output Profile, a working document which details a set of attributes and competencies that the student works towards attaining. This ensures that both employer and student get the most out of their experience and gain an accredited certificate.

## When to start?

Recruitment generally begins in October for the following year. However, it is important to start early to secure the right candidate(s). There are two windows when students are most primed:

Semester 1: October to mid-December

Semester 2: February to Easter

Undergraduate students can begin their placement from June onwards. Opportunities for postgraduate students and graduates can be more flexible.

## Why work with us?

The key to a successful recruitment campaign is communicating your vacancies to the right students; through our links with universities we can target specific student groups by degree type, department and year of study. We also seek recommendations from academics to find the most promising students.

Benefits of working with the Cogent Skills Services:

- Specialist placements recruiter for your sector
- You will work with a dedicated Relationship Manager
- No recruitment advertising costs
- Wider nets of targeted student attraction
- Receive guidance and support during the recruitment process



## **The business case for hosting industrial placements**

The value of industrial placements to students and universities is widely recognised, yet the benefits to the host employer can sometimes be underestimated.

### **Talent pipeline**

Industrial placements are required by universities and students to help develop the employability skills in undergraduates. By hosting a placement you are contributing to the development of a future talent pool with the capabilities that the Sector needs.

### **Brand awareness**

Offering an industrial placement will raise the profile of your company and build your brand awareness amongst students and universities.

### **Staff development**

To host an industrial placement we recommend that you nominate a mentor for the student or graduate. This can be an opportunity for you to develop leadership, coaching and mentoring skills for the nominated mentor or supervisor.

### **Experienced students**

Industrial placement students will have completed at least two years of their degree course, in which time they have developed skills that will allow them to perform important duties for your organisation.

### **Contribution towards your business objectives**

Students and graduates on a placement can often bring with them a fresh approach and a new way of thinking.

### **Build links with HE**

Hosting an industrial placement will allow you to build close links with the university, which may lead to joint research and projects.



## Employer Commitment

Employers need to provide the appropriate level of support and the type of work activities that will enable the placement student to mature in the workplace. The student should be given activities that will enable them to apply their theoretical knowledge to practical tasks in what can feel at first like a unfamiliar situation for the student.

In establishing the industrial placement we recommend that you set objectives to ensure that the student is making a real contribution to your organisation. This plan can change over time but it is extremely important, especially in the early stages of the placement to ensure that the student is being kept busy and challenged to perform.

Towards the end of the placement, the student should be functioning as a key member of the team, working independently and using their initiative. At this point you will be required to participate in the assessment of the student by completing a student performance evaluation.

### Right and responsibilities

All placements are paid and students on a year-long placement would typically earn between £15,000 and £23,000 per year.

Students need to be fully contracted employees of the business and offered contracts that are in accordance with the Employment Rights Act 1996. Work environments must conform to health and safety standards and the student must be covered by Employer's Liability Insurance.

Alternatively we can employ the student on your behalf. See the 'Cogent Employment' option overleaf.

### Small and Medium Sized Enterprises (SMEs)

For SME and micro-sized companies an industrial placement can be very different across the Sector. Placement students can make a real contribution to the business. It is important that the students are stretched and are given challenges to enrich their experience of industry. A placement student does not have to stick to one particular function; in fact, the experience can be enhanced by giving the student experience in a broader range of business functions.

## **Packages**

### **Recruitment only**

Sourcing and shortlisting of candidates.

### **Recruitment premium**

Sourcing, shortlisting and interviewing of candidates.

### **Cogent employment (Managed Placement Service)**

Sourcing, shortlisting and interviewing of candidates including Cogent employment and the full placements management service (HR, payroll, performance management and mentoring).

### **Employer support, price on request**

Bespoke information, advice and services to support the setting up of your placement infrastructure.

If you would like to talk through the placements service please don't hesitate to give us a call on: 01925 515200 or alternatively email: [info@kogentskills.com](mailto:info@kogentskills.com)



# **Cogent skills**

for science industries

## **Cogent Skills Services**

- Ⓢ Apprenticeships
- Ⓢ Competence Management Services
- Ⓢ Courses
- Ⓢ Industry Placements and Internships
- Ⓢ Recruitment

🌐 [cogentskills.com](http://cogentskills.com)

@ [info@cogentskills.com](mailto:info@cogentskills.com)

☎ 01925 515200

*The go-to place for science industry skills*