

A+ A- **1** 2 3 4 5 6

Theme: 1 2



You are logged in as Melanie King (Logout)

My Modules ► My modules ► 12AACME03

Turn editing on

Navigation

- My Modules
 - Site home
 - Learn Admin System
- My profile
 - My modules
 - Browse Modules
 - Browse by Programme

module search...

Administration

Course administration

- Turn editing on
- Edit settings
- Completion tracking
- Hide module content
- Show module content

Users

- Unenrol me from 12AACME03
- Filters
- Activity results
- Backup
- Restore
- Import
- Reset
- Reports
- Question bank

Switch role to...

My profile settings

Site administration

People

- Participants

12AACME03 - School of AACME Industrial Placements Page Your progress ?

Module Noticeboard

1

For information on placements in your department, please contact the following staff:

Aeronautical & Automotive Engineering

- DIS Administrator:** Pat Griffin
- DIS Co-ordinator:** Prof Rob Thring
- Aero Industrial Liaison Tutor:** Goff Tearle
- Auto Industrial Liaison Tutor:** Scott Layton

Chemical Engineering

- DIS Administrator:** Ann Cage
- DIS Co-ordinator:** Prof Richard Holdich

Materials

- DIS Administrator:** Sue Harrison
- DIS Co-ordinator:** Dr Bala Vaidhyanathan

2






Thinking of undertaking or hosting an Industrial Placement?

This section provides general information on Industrial Placements for students and potential employers.

INFORMATION FOR POTENTIAL EMPLOYERS







- Materials - Information for Employers**
Information for potential Employers of Materials students.
- AAE - New Employer Guide**
Guide for employers of Aeronautical and Automotive Engineering students.
- Employers guide to placements**
A guide for any employer thinking of hosting an industrial placement.
- Loughborough Careers and Employability Centre**
Information for Employers
- Code of Practice for Placements - CG**
A code of practice for the supervision of placements.
-

INFORMATION FOR STUDENTS

-  [Why do a Placement? Careers and Employability Service Presentation](#)
This presentation highlights some startling facts that show just how important it is to gain experience if you want to get a job. (Play with Sound on)
-  [Loughborough Careers and Employability Centre](#)
Information for students interested in finding out more.
-  [Why do a DIS in Materials?](#)
Information for students in Materials.
-  [Professional Development in Undergraduate courses](#)
Information for students in Chemical Engineering.
-  [The Institution of Chemical Engineering's website](#)
Your year in industry can count towards the training and experience requirements for becoming a chartered chemical engineer. The IChemE site provides guidelines on how to achieve chartered status.

3




Yes, definitely interested, what now?*Information for students - the next steps.***UNIVERSITY PAPERWORK**

-  [Regulation XI - Diploma in Industrial Studies](#)
University Regulation XI - Diplomas in Industrial Studies, Professional Studies and International Studies
(Effective from August 2011)
-  [MODULE SPECIFICATION: 12TTI001 Industrial Training Placement](#)
Full module specification for **12TTI001** Industrial Training Placement (DIS, non credit bearing)
-  [MODULE SPECIFICATION: 12CGI001 Industrial Training Placement](#)
Full module specification for **12CGI001** Industrial Training Placement (DIS, non credit bearing)
-  [MODULE SPECIFICATION: 12MPI001 Industrial Training Placement](#)
Full module specification for **12MPI001** Industrial Training Placement (DIS, non credit bearing)
-  [Internal Transfer Form](#)
If you are not already registered on a Diploma of Industrial Studies (DIS) course, you will need to complete this form.
-  [DIS_S2_FORM1 - Expression of Interest / Placement Agreement in DIS](#)

REQUIRED INFO

Please register your interest in undertaking a placement using form DIS_S2_FORM1 and email back to your Departmental DIS administrator.

COMPANY LISTINGS

-  [AAE - Potential employer listing](#)
This table provides a list of companies who may have placement opportunities available. *(last updated 10/2011)*
-  [Engineering - Potential employer information](#)
A spreadsheet of engineering companies, especially focusing on Chemical Engineering Placements. *(last updated 10-2012)*
-  [Materials - Potential Placement employers](#)
This spreadsheet contains information on potential employers, particularly for Materials Students. *(Last updated July 2012)*

INFORMATION ON SECURING A PLACEMENT

-  [AAE - Briefing Memo](#)

This briefing memo is for AAE students.


 **Finding a Placement - Materials**
Information for Materials students.

 **Rate my placement - website**
Find a placement or internship.

PREPARING FOR APPLICATION AND INTERVIEW

 **REMEMBER: Please let your departmental DIS Administrator know if you have secured an interview!**

 **AAE - Getting a Placement - Advice from Careers**
Powerpoint giving advice on getting a placement.

 **Example CVs and Covering Letters**
This folder contains examples of CVs and covering letters.


 **Overseas Placements**
Information on overseas placements.

 **Gradcracker.com website**
Find a placement.


4

After you have secured a Placement
Information for students - the next steps.


STUDENT ADMINISTRATIVE REQUIREMENTS


 **REMEMBER: Please let your departmental DIS Administrator know if you have secured a placement. Even if you don't yet have all the details.**

 **DIS_S6_FORM2 - Details of your Placement**

 **REQUIRED INFO**
Once you have secured a placement, please download form DIS_S6_FORM2, fill it in with details of your placement and email it back to your Departmental DIS administrator.

 **DIS_S6_FORM3 - Employers H&S Risk Assessment**

 **REQUIRED INFO**
Once you have secured a placement, please download form DIS_S6_FORM3 and ask your new employer to complete it. Please email it back to your Departmental DIS administrator, ideally before your placement commences.

 **Workplace Behaviour**
Information on expectations of workplace behaviour.

5

During the Placement Year
Information for staff and students.

H&S Requirements

 **DIS_S8_FORM4 - H&S Induction Checklist**

 **REQUIRED INFO**

Once you have commenced your placement, please download form DIS_S8_FORM4 and tick off the induction checklist during the first 2 weeks. Please email it back to your Departmental DIS administrator when complete.

You will be notified who your DIS Academic Tutor will be when you start your placement. Please get in touch with them to arrange the first visit.

INFORMATION FOR DIS ACADEMIC TUTORS

Remember to check Co-Tutor to see which students have been allocated to you whilst they are on placement. You can now use Co-Tutor to record details of visits, upload reports and more.

 Co-Tutor

Co-Tutor is used to record information on your placement students' progress and to upload any related files.

 DIS_S8_FORM5 - Visit Report Form

 **REQUIRED INFO**

When you visit a student on placement, please download form DIS_S8_FORM5, fill it in and upload to the student's Co-Tutor record.

 AAE - DIS ACADEMIC TUTORS

 CHEMICAL ENGINEERING - DIS ACADEMIC TUTORS

 MATERIALS - DIS ACADEMIC TUTORS

INFORMATION FOR STUDENTS - REQUIREMENTS OF THE DIS

Information regarding the academic requirements of your DIS placement can be found in the department specific folders here.

 AAE - Students

 CHEMICAL ENGINEERING - Students

 MATERIALS - Students

INFORMATION FOR STAFF & STUDENTS

Additional info for both staff and students to help enhance the DIS placement experience.

The purpose of these video files is to illustrate what happens during an industrial training visit of an academic supervisor when he, or she, goes to visit the student in industry and also meets the students industrial supervisor. Visits normally take place once, or twice, a year and are entirely at the discretion of the company employing the student. We are grateful to the participating companies for the enthusiasm and hospitality that they show to the visiting academic staff.

 student and tutor interview (after arrival)

 student and tutor on plant, to see the equipment

 supervisor and tutor (academic and industrialist alone)

 student, tutor and supervisor

 Moodle Docs for this page

You are logged in as Melanie King (Logout)

[Learn Acceptable Use Policy](#)

[Learn](#)

2.904352 secs

RAM: 34.2MB

RAM peak: 34.4MB

Included 712 files

Contexts for which filters were loaded: 46

Filters created: 184

Pieces of content filtered: 1

Strings filtered: 0

get_string calls: 1738

strings mem cache hits: 1532

strings disk cache hits: 208

DB reads/writes: 135/2

Load average: 0.44

Session: 73.7KB