

**Placements and internships are a great way to boost your future career prospects, develop employment skills and also to earn 40 Passport points!**

In order to claim your points you have to meet certain criteria.Did your internship or work placement:

|  |  |
| --- | --- |
| Enable you to explore future career ideas or areas of work |  ✓ / 🗶 |
| Count towards your degree course  |  ✓ / 🗶 |
| Last for at least 35 hours |  ✓ / 🗶 |

If you answered ✓🗶✓ and are happy for the College to use what you tell us to develop and enhance our careers programme, as well as promote the value of internships and work placements to fellow / future students, you meet the criteria – please read on!

**First we need to know a bit about you:**

|  |  |
| --- | --- |
| Name |  |
| Student ID(e.g. 100763004) |  |
| Department |  |
| Year of study(e.g. 2nd year undergraduate) |  |
| Contact email |   |

**… and about the placement/internship you’ve done:**

|  |  |
| --- | --- |
| Name of host organisation |  |
| Role |  |
| Please explain briefly what you did during your placement (max 100 words) |  |
| How did you secure this opportunity? |   |

One great benefit in completing internships or work placements is building your network of professional contacts. Please give the contact details of someone in the host organisation who supervised you whom you worked with closely during your placement/internship/work experience and attach written confirmation from them (you may want to use the page at the end of this document) along with this completed form.

**Please note that we cannot award Passport points without this confirmation. We will follow up with a sample of placement hosts for verification purposes.**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company/Organisation |  |
| Contact email |  |
| Contact telephone |  |

**Now for the reflection!**

Please pick three of the following employability skills or choose three of your own and tell us how you gained / developed / demonstrated them in your role…

|  |  |  |
| --- | --- | --- |
| Confidence | Communication | Commercial awareness |
| Teamwork | Negotiation/persuasion | Problem solving |
| Leadership | Organisation | Perseverance and self-motivation |
| Ability to work under pressure | Creativity | Initiative |

|  |
| --- |
| (500 words) |

Whether emotional rollercoaster or calm blue ocean, all placements have their high points and low points; tell us about yours:

|  |
| --- |
| (300 words) |

What advice would you give other students interested in similar work?

|  |
| --- |
|  |

Have you remembered to update your Christmas card list? Seriously, it’s a great idea to gently remind your colleagues at your placement that you are out there – and the more favourably they remember you, the more you’ll be able to access their network for future jobs / advice / references / recommendations / follows / links...

What one action will you take today to follow up with them?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Are you happy for the Careers Service to quote from the text you’ve provided to promote the value of internships and work placements to or to follow up with you directly to find out more about your experience?  |  ✓ / 🗶 |

Please email your completed **form AND** **written confirmation from your employer/placement host** to passportaward@rhul.ac.uk . If you have not completed the form fully you may be contacted for further information. You will be notified by email if you have been awarded the 40 points, but these will not show up immediately on Campus Connect.

**Employer/host organisation confirmation**

*Please submit this form OR an alternative written confirmation from the employer/host organisation.*

|  |  |
| --- | --- |
| Student name: |  |
| Host organisation/employer: |  |
| Dates when work/placement/volunteering took place: |  |
| I confirm that the above named student undertook work / a placement / volunteering totalling at least 35 hours at the above named organisation. |
| Signed (representative of employer/host organisation):*Actual or electronic signature accepted, but not just typing a name in the box.* |   |
| Name: |  |
| Date: |  |