

APPLIED LANGUAGE WORK PLACEMENT GUIDE

Department of English and Modern languages

The Applied Language course is a 4 Year undergraduate programme. Students choose 2 languages, one primary choice of French, Spanish, English, and secondary language; French, Spanish, German, Japanese and Madarin Chinese.

Students then follow a specialist pathway in either:

- Business, including Marketing, Human Resources, and Administration
- International Relations and Politics
- Language and Education

Students are also welcome to do a work placement in other sectors or industries.

In Year 3 students complete a work placement in a country where their primary language choice is spoken. The work placement forms an assessed part of a student's degree and helps develop and increase their employability skills and industry knowledge.

HOW DOES IT WORK?

Students are required to go on placement during the third year of their studies. This can be either minimum of three months' work placement and three months study placement; or minimum six months work placement only. Students can also do longer placements.

We also welcome part-time jobs, as long as the total hours are equivalent to the minimum 3 - month's full time.

Recruitment is completed in much of the same way that you might recruit any other employee, and we would expect students to undertake the same selection process. Your recruitment opportunities will be added to our Careers portal, Jobteaser, with all the information and details including deadline for CV's and applications.

Applied Language Work Placement/Internship 20/21 Form [HERE](#) (see below for further details)

WHAT DOES A WORK PLACEMENT INVOLVE?

Applied Language students in year 3 are required to find employment for 6 months full-time (minimum contract of 24 weeks), a paid sustainable salary (or commensurate to the placement role) and a suitable level of responsibility to add value to their degree.

Prior to the placement, students are required to complete a training agreement in conjunction with their line manager and company contract to set objectives and monitor progress. At the mid-point stage the student is required to complete and submit an interim progress report to the University and, at the end of the placement, the student is required to deliver a presentation to their line manager and their University Placement Tutor (a member of our academic staff).

Whilst on placement, students are required to reflect on their learning by completing a skills audit with evidence and submitting a research proposal for their final year project linked to the work placement. So if the company has a small project in mind, the student would welcome the opportunity to be involved. All students are allocated a Placement Tutor (a member of our academic staff) to help support them, in conjunction with the organisation, throughout their time on placement.

WHAT ARE THE ADVANTAGES IN PLACING AN OXFORD BROOKES STUDENT?

By having an Applied Language student you gain:

- highly knowledgeable students in their field
- new ideas and an enthusiastic approach
- subject specific knowledge and professional skills students have gained so far in their degree to enhance your workplace environment
- students' adaptability to business environments
- a supportive recruitment service

HOW TO ADVERTISE YOUR POSITION AND RECRUIT - JOBTEASER

We advertise your placement positions free of charge to our Careers portal, Jobteaser. All students on the Modern Language courses will be able to access and view your job opportunities and apply directly.

CONTACT US

For further information please contact the Partnerships and Placements office. Email: hss-employability@brookes.ac.uk Telephone: +44 (0) 1865 48 3165/3920 www.english-languages.brookes.ac.uk

Due to COVID-19 and staff working remotely, we are happy to arrange online face-to-face meetings.