



## CLUB MANAGERS ASSOCIATION OF EUROPE

Internships, Placements, Graduate and Partnership schemes offer 'real' work experience gained within a 'real' working environment that will complement and support student's degree qualification either as an undergraduate or postgraduate and provide mutual benefit to both the employer and student.

### ***Internship;***

**Time Span** – 1 to 12 weeks

**Role** – Depend on time span of internship – can range from, over-seeing the process of running a facility or department or being fully engaged in a particular department.

**Student type** – Usually just starting university however students can still apply in the later part of their course to gain experience i.e. 2 weeks in a university holiday i.e. Christmas holiday.

### ***Placement;***

**Time Span** – 6 to 12 months

**Role** – Being delegated roles in a club whilst assigned to a department for either the whole time on placement or alternating between different departments for the whole placement time i.e. 2 months per department.

**Student type** – These students are usually in between their second and final year of a degree course and should have sound foundation knowledge with fresh ideas on the industry and how a club operates.

### ***Graduate Scheme;***

**Time Span** – Dependant on type of scheme but typically 1 to 2 years

**Role** - Being delegated roles in a club whilst assigned to a department for a select time period. The graduate scheme usually offers a rounded experience of the club but in great detail. This is a perfect opportunity for an employer to assess an individual for future employment. Students applying for this are postgraduate students and they should be highly competent and motivated with a three or four years degrees worth of knowledge about the club industry.

### **Benefits to Employer**

Students have the ability to assimilate information quickly and can bring new ideas and specialist knowledge to a club business.

Most students will have completed two years of study when they start their placement and so will have a very good basic knowledge in club management and the sector they want to specialise in.

- A placement student can undertake specific projects.
  - Students can cover the summer holiday period when other members of staff are on leave.
  - Most if not all students are familiar and competent with information technology.
  - For an employer interested in graduate employment, a placement can provide an ideal probation period during which performance can be assessed with a view to possible future employment.
  - Gain an intelligent, motivated, cost-effective labour resource with valuable skills, knowledge and fresh ideas.
  - Projects which otherwise would not be done due to a shortage of resources including time, can be moved forward due to additional highly motivated and capable employee.
  - Offer solution to short term staff shortages.
  - Some of the time, direct access to their universities knowledge resources.
  - A good return on investment: for every £1 spent on a student placement by the employer, the average return is £6 (STEP summer placements 1999).
  - reduced recruitment costs
  - The opportunity for your staff to gain experience in supervising or mentoring a student.
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- An opportunity to get a head start on recruiting the best new graduates for your company

## What sort of jobs can students do?

- Students can contribute a vast range of skills and knowledge to suit many different positions and working environments.
- Placement seeking students come from a variety of academic disciplines including business, human resource management, finance, marketing, events, hospitality, food and tourism and can be recruited to a range of placement roles such as marketing assistant, events manager, and financial and management assistant and much more.

## Will students require a lot of supervision?

- The student's line manager will be expected to monitor their progress during a placement and write a short report on their development to assess the student's overall performance and contribution to your club/company.
- Students are also allocated a placement support tutor who will visit the student during their period of employment to ensure that the placement is running successfully, and to provide extra support where required. For some internationally placed students, this support is sometimes provided by phone and/or e-mail rather than a visit.

## 40+ Weeks Placements:

It is advised that employer pays the placement student as they receive no grant or other financial aid during the year. Salary levels are left to the discretion of the employer and are for negotiation with the student concerned, but should be adequate to allow students to live independently.

## Short Placements:

The CMAE recommend that club managers pay a fair sum to students for the work that they undertake and to cover travelling and other associated expenses. However the association recognise that some club managers who would like to offer a placement may be unable to provide support beyond basic expenses.

## What paperwork will we need to complete?

You will need to fill out the placement application form for employers attached in the email. The details you will need will be the starting date, conditions of employment, confirmed details of the placement and job description etc. This is to advertise the placement to students so they are knowledgeable on what the placement details and requirements of them.

Most placement students need to fill out a portfolio of their time working in the industry, as a result, you may need to fill in an appraisal/ review form on the placement student at the end of their contact. Equally, you may be required to give feedback on their performance on a monthly or quarterly basis.

## What is the next step?

If you have decided that your company would like to recruit a placement student then there are 2 basic steps to follow:

1. Download the position brief.PDF document where there will be a step by step process on how to fill it out.
2. Await CV's and cover letters from interested students.

If you would like to receive more information or talk to someone about placements, please feel free to contact the CMAE either via [e-mail](#) or by telephone: +44 (0) 247 669 2359

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