About this template

This advert is your opportunity to create excitement and specific details around your placement. Please be as detailed and specific as you can to give any potential applicants the information they will need to make an informed decision about whether this placement is a good match for them.

We will use your words to create the advertisement we send out to our students.

If you would like support on the content of this form, please contact the SCDTP Research in Practice Team at [scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk)

Once you have completed this form, please email a copy to The South Coast DTP Research in Practice Team at [scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk)

## Placement Opportunity

Organisation Name

Website

## Summary brief

The summary brief gives an overview of the placement opportunity outlining the key points and essential information, such as the purpose, scope and main elements of the placement.

This is a good opportunity to highlight the benefit to your organisation and how the successful candidate will benefit from working with your organisation on this project.

Please include the number of placements available.

## Skills & attributes summary

Please outline skills and attributes your organisation is looking for.

Please note any specific essential skills required and desirable skills you would like.

You may also want to consider transferable skills that would be useful.

You may want to suggest desirable attributes for this placement here.

## Format of placement; location

Please outline the format of the placement – will it be entirely remote, in-person or hybrid?

If the placement is entirely remote, please outline the online support the successful applicant would receive for the duration of their placement.

If the placement is entirely in-person, please detail where the successful applicant would need to travel to.

If the placement is hybrid, please detail the number of in-person occasions expected and where those would take place.

## Format of placement; work schedule

Please detail if your placement opportunity has flexible work schedules available, for example part time or flexible options available

Please note expected number of weekly working hours (or part time equivalent) **cannot exceed 37 hours** (or part time equivalent).

## Resource contributions

Please confirm here what financial contributions you can make towards this placement.

For example, your organisation will cover the cost of any travel and accommodation (if required) for in person business meetings or travel required as part of the placement.

If your organisation can make “contributions in kind” such as mentoring, extended networks of high value, free lunches or similar – please note them here.

Please note here if your organisation can offer desk space, internet access, technical devices like a laptop

## Timescales for placement

Please give the timescales for your placement opportunity.

 If you have specific dates, you can note them here.

If there is a degree of flexibility, you can indicate this and the best times that suit your organisation.

If there is full flexibility on start dates, then you can note that here.

## Application process

Please detail your application process.

Include a link to an application form (if you have it), or whether you would like a CV and reason for applying. Also include your name, job title and email address – if there is a different email for the application, please include those details.

Please supply a deadline for receiving applications or expressions of interest.

Please outline the application next steps, for example an initial teams call to discuss the application or an in person interview. Please give details of who would be involved in the interview process, for example you and a selection of your colleagues.

Are there any additional steps the successful applicant needs to take as part of your selection process?