



Academic excellence for  
business and the professions

# Micro-Placements Programme

The Micro-Placements Programme offers the opportunity for you to take on exciting short-term, convenient, career-exploration projects at an employer's office for up to five weeks. These projects allow you to develop your CV, gain real-life work experience and enhance your core employability skills.

## Benefits of undertaking a Micro-Placements Project

- Stand out from the crowd
- Be part of a competitive process where you will receive exclusive training and constructive feedback
- Gain a concise insight into a particular sector and organisation
- Increase your employability prospects
- Enhance and develop your commercial awareness
- Develop your confidence and resilience
- Build a network of industry contacts
- Project manage at an early stage, while being at the forefront of a business
- Gain supervision and mentoring during your Micro-Placement
- They take place over the summer so it is convenient for you.

## Skills you can develop

- Project management
- Written and oral communication
- Interpersonal
- Time-management
- Leadership
- Team-working
- Business etiquette
- Organisation
- Multi-tasking and prioritisation.



## Micro-Placements

Micro-Placement projects are between two and five weeks long and take place during the summer break, between June and August 2018. You can also choose to do a full-time or part-time Micro-Placement to fit around your schedule.

They are also an excellent opportunity to gain work experience that will not interfere with your studies as it is short time commitment.

This is a Higher Education Funding Council for England (HEFCE) funded initiative and is only available for the below listed programmes at City. If the programme is successful it may be offered to other disciplines in the future.

## Micro-Placements are available for these programmes

First Year
LLB Law
BSc Psychology*
BSc Accounting & Finance
BSc Actuarial Science
BSc Mathematics

Second Year
LLB Law
BSc Psychology*
BSc Sociology*
BSc Accounting & Finance
BSc Politics*

\*Please check our website to ensure the Micro-Placements Programme is being offered to your specific course.

Undertaking a Micro-Placement project will give you fantastic experiences to talk about in future applications, interviews for internships and graduate schemes.

**“The placement was amazing! I am so glad**

**I was able to work this summer. They are doing amazing things for the community.”**

LLB Law student 2016

**“Despite having experience, my Micro-Placement has prompted me to think about my future career goals and ambitions.**

**I feel that I am no longer blindly working towards a career.”**

LLB Law student 2016

## Get involved

Start your Micro-Placement journey by filling out an expression of interest form on [careershub.city.ac.uk](http://careershub.city.ac.uk) by 11.59pm on Tuesday 10<sup>th</sup> October 2017.

You will then be required to attend training in enhancing your CV, perfecting your interview technique and building your personal brand, before applying to be interviewed for the programme. Once you have been accepted onto the programme, you will be guaranteed a project and will attend up to 4 interviews with employers.

This is a competitive programme and we can not guarantee that all students who apply will be accepted.

Contact us for more information or to discuss the programme.

Micro-Placements Programme team  
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Northampton Square, EC1V 0HB



Email enquiries  
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Find out more  
[www.city.ac.uk/careers](http://www.city.ac.uk/careers)