******ENTERPRISE PLACEMENT YEAR (EPY)**

**ESSENTIAL INFORMATION 2022/23**

**EPY is an alternative to a work-based placement where students spend the year exploring, researching and starting in business or self-employment.  Students are expected to begin trading, or prepare to seek investment during the year, in order to test themselves and their product or service in the marketplace.**

Q – What do I need for a successful EPY?

A – Self-motivation, enthusiasm, commercial awareness and a drive to start a business or commence self-employment/freelancing opportunities. You must spend a minimum of 21 hours a week working on your business.

Q – What would I miss from a regular work-based placement?

A – Employment experience, an employer’s reference and, perhaps, a reliable income

Q – How do I apply for EPY?

A –

* Submit your completed application form to your School’s Placement Office on or before **Wednesday 25 May 2022** (forms received after this date will be rejected).
* Selected applicants will be invited to an interview with the Enterprise Team

Q – When does EPY start/finish?

A – EPY starts with a compulsory Welcome Week from Monday 19 to Friday 23 September 2022 which you MUST attend for the whole two weeks. EPY ends on 30 June 2023.

Q – Where will I work during EPY?

A – You must spend a minimum of 21 hours a week working on your business. This will be a combination of working from home and working in the Enterprise Hub on campus. Details of when you are expected to work in the Enterprise Hub will be given out to successful applicants. The Enterprise Hub provides hot desks, office facilities, meeting spaces and business advice to support you during your EPY.

Q – What about money?

A – Students studying on an EPY placement can get financial help from Student Finance England (SFE), but please do not apply for Student Finance before your place on EPY has been confirmed. Your student loan amount for EPY is dependent on your individual circumstances and a private matter between you and Student Finance England. If accepted onto EPY, we will email you all a personalised letter which explains to SFE what EPY is and stressing that it is an unpaid placement.

Q – What about a part-time job?

A – We understand that you need to cover your living expenses but any part-time job must not exceed 16 hours a week nor interfere with your proper engagement with all aspects of the EPY scheme. To help you plan, we strongly suggest that you do NOT work on Wednesdays, as this is the core day for EPY activity.

Q – Am I sure to be allocated a place?

A – No. There are invariably more applicants than we can properly support, so the number of students on EPY is limited.

Q – Can I work with another student?

A – Yes, we accept business partnerships but only comprising 2 students; no more than 2.

Q – Am I on my own with EPY?

A – The success, or otherwise, of your EPY will be very much down to your own efforts. The Enterprise Team will support you with regular catch-ups, information, facilities, opportunities and advice from experienced Business Advisors. However, you will need to be efficient and business like in all your actions for the duration of EPY; this is not, by any means, a ‘soft option’ for a placement!

Q – Can International (outside the EU) students apply?

A - Whilst your visa will allow you to study here in the UK, it may not include the permission necessary to become self-employed here so EPY is not appropriate for you. EU nationals are welcome to apply.

**EPY 2022/23 APPLICATION FORM**

Applicants must be a current student of the University of Huddersfield wishing to start a business, social enterprise, or commence self-employment / freelancing activity during their placement year.

*Due to trading restrictions, international students are NOT eligible to apply for EPY.*

Speaking with an Enterprise Team Business Advisor about your proposal beforehand is recommended (but not essential).

Email enterprise@hud.ac.ukto discuss your application.

**APPLICATION PROCESS**

* Discuss Enterprise Placement Year with both your Course Tutor and School’s Placement Officer.
* **Submit your completed application form** **to your School’s Placement Office by Wednesday 25 May 2022** (forms received after this date will be rejected).
* Selected applicants will be invited to an interview with the Enterprise Team

*\*\*\*\**

# PART ONE: ABOUT YOU

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST NAME:** |  | **SURNAME:** |  |

|  |  |
| --- | --- |
| **ADDRESS:** |  |
|  |
| **POST CODE:** |  |  |
|  |
| **PREFERRED EMAIL:***please write clearly* |  |
|  |
| **CONTACT TEL NO:** |  |
|  |
| **STUDENT NUMBER:** |  |

|  |  |
| --- | --- |
| **ACADEMIC SCHOOL:** |  |
|  |
| **COURSE:** |  |
|  |
| **NAME OF TUTOR:** |  |

# PART TWO: ABOUT YOUR BUSINESS IDEA

|  |  |
| --- | --- |
| **YOUR BUSINESS NAME:***if known at this stage* |  |

|  |
| --- |
| **DESCRIBE YOUR PROPOSED BUSINESS:** Give a full description of your proposed product or service, the market you are aiming at, and your ideal customer. |

|  |
| --- |
|  |

|  |
| --- |
| **STAGE OF BUSINESS** Where are you at now? (Idea generation, product or service development, working on prototype, etc.) What plans do you have for your business over the EPY year?  |

|  |
| --- |
|  |
| **WHAT DO YOU WANT TO ACHIEVE DURING ENTERPRISE PLACEMENT YEAR:** Why have you chosen to apply for EPY? What would you like to experience and achieve during EPY? |

|  |
| --- |
|  |

**If you wish, you may add further documentation to support your application**

# PART THREE: REFERENCE

|  |
| --- |
| *We need to obtain a reference from a nominated academic tutor who will endorse your application for Enterprise Placement Year. Please give the name of a current/previous academic nominated tutor who we can contact.*  |
| **NAME:** |  | **ACADEMIC SCHOOL:** |  |

***Please note that we are unable to progress your application without a reference.***

**PART FOUR: THE AGREEMENT**

If the application is approved:

The **Student** agrees to

* If invited, attend an interview with the Enterprise Team
* If offered a place on EPY, be present every day for the duration of Welcome Week, which runs from Monday 19 to Friday 23 September 2022
* Devote proper time and energy to the business throughout the year
* Work for at least 21 hours a week on your business and not exceed 16 hours a week in any part-time employment
* Attend all appropriate presentations and events including Enterprise Workshops and Business Boot Camp
* Participate in competitions and initiatives when directed by the Enterprise Team and engage fully with all other external opportunities as and when presented
* Attend and participate fully in the EPY Group Meetings
* Produce interim reports as required
* Produce a business plan with financial forecasts
* Compile a monthly reflective report of their experiences and work undertaken
* Produce a profit & loss account for the year’s work
* Present a ‘pitch’ for their business and their EPY experience to a panel
* Act as an ‘enterprise champion’, helping the promotion of the EPY to others
* Conduct business activities that are not contrary to University policy, public policy or morality, or contravene any Law of the United Kingdom, or otherwise may be considered to bring the University into disrepute

The **Enterprise Team** agrees to

* Conduct regular Group Meetings for the EPY group
* Organise useful events and presentations on business related subjects
* Provide hot-desk and office facilities in the Enterprise Hub
* Provide useful information on business and self-employment
* Provide information to the School on attendance and interaction
* Input into the assessment for the Student’s business plan, profit & loss account, pitch, and reflective report
* Allow one-to-one access to experienced Business Advisors who will advise the students on a regular basis, providing support tailored to the student’s business

The **School** agrees to

* Provide standard Placement Tutor support to the Student

|  |  |
| --- | --- |
| I confirm that I am a UK or EU citizen and that I propose to undertake my business activities in or near Huddersfield | ****Yes ****No |
| I confirm that I have discussed EPY with my tutor  | ****Yes ****No |
| I consent to the University keeping the information submitted on its databases. *Please tick this box to agree* | **** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description: L:\Enterprise\Marketing\Logos\hudd_uni_marque_RGB_withoutH1.jpg  | PART FIVE: EQUAL OPPORTUNITIESPlease help us monitor and assess our practices to ensure all applicants are given equal opportunity to join the Alternative Placement Year scheme by completing the form below.  |

This information will be kept separately from your application and be held purely for statistical use in connection with monitoring.

|  |
| --- |
| *(Please check or complete the boxes as appropriate)* |
| ⮚ | **Gender:** | ⮚  | **Marital Status:** |
|  | [ ]  Female | [ ] Male | [ ]  Single | [ ]  Married | [ ]  Other |
|  |  |
| ⮚ | **Date of Birth:** |  | ⮚ | **Nationality:** |  |
|  |  |
| ⮚ | **Ethnic Origin:** |
|  | [ ]  Black or Black British - Caribbean |  | [ ]  Asian or Asian British - Indian |  | [ ]  Mixed - White and Black Caribbean |  | [ ]  White - British |
| [ ]  Black or Black British - African | [ ]  Asian or Asian British - Pakistani | [ ]  Mixed - White and Black African | [ ]  White - Irish |
| [ ]  Other Black background | [ ]  Asian or Asian British - Bangladeshi | [ ]  Mixed - White and Asian | [ ]  Other White background |
|  | [ ]  Chinese or other Ethnic Background - Chinese | [ ]  Other mixed background |  |
| [ ]  Other Asian background | [ ]  Other Ethnic background |  |
| ⮚ | **Disability:** |
|  | Definition – The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities. |
|  | Do you have a disability? | [ ]  Yes | [ ]  No |
|  | If Yes, what is the nature of your disability: |  |
|  |       | DISABLE |
| ⮚ | **Religion:** |
|  |  | [ ]  Christian  | [ ]  Muslim | [ ]  Jewish |
|  | [ ]  Buddhist | [ ]  Hindu | [ ]  Sikh |
|  | [ ]  Other | [ ]  None |  |
| lock | For the purposes of current data protection legislation, I agree that the information may be recorded and processed by the University of Huddersfield in order to produce statistics to support the monitoring of its Equal Opportunities and Diversity Policy.  |
|  | **Signature** | **Date**   |
| Many thanks for your co-operation in providing this information. |

# Part SIX: APPLICATION REVIEW

|  |
| --- |
| **PLACEMENT OFFICE USE ONLY** |

|  |  |
| --- | --- |
| **Reviewed by:** |  |
|  |
| **EMAIL ADDRESS:** |  |
|  |
| **CONTACT TELEPHONE NO:** |  |

|  |  |
| --- | --- |
| **Recommend for EPY:** Yes 🞎 | No 🞎 |

**Notes:**

|  |
| --- |
|  |

***I confirm that the student has discussed their application with both their Course Tutor and Placement Office***

**School Signature: Date:**

|  |
| --- |
| **ENTERPRISE tEAM USE ONLY** |

**Invite to Assessment Day? Yes** 🞎 **No** 🞎

**Comments following Assessment Day interactions/engagement:**

|  |
| --- |
|  |

**Reference Received:**

**final Decision:**

|  |  |  |
| --- | --- | --- |
| Accept onto EPY 🞎 | Decline 🞎 |  Place on reserve list 🞎 |
|  |  |  |

**Enterprise Signature: Date:**