



**EAST MIDLANDS COUNCILS
STUDENT PLANNER PLACEMENTS PROSPECTUS**

**LOUGHBOROUGH UNIVERSITY
URBAN PLANNING UNDERGRADUATES**

July 2022-September 2023

1. Introduction

- 1.1 Loughborough University has recently established an undergraduate degree course in Urban Planning with the first student cohort due to graduate in summer 2023, by which time it is anticipated that the course will have been fully accredited by the RTPI as part one of the initial planning education for Chartered Town Planners. Subsequent years will see the roll-out of a postgraduate specialist planning degree programme.
- 1.2 Loughborough is currently the only East Midlands university to offer an undergraduate planning course. As such, EMC has worked closely with the academic staff to ensure that the course meets the needs of local planning authorities in the region, particularly as the lack of qualified planning staff has been consistency identified as a concern by councils.
- 1.3 After two years, undergraduates have the opportunity to pursue a 45-week work placement before returning to university to complete their final year of study.
- 1.4 By this time, students will have been introduced to the key competencies expected of planners in the UK: spatial planning context, including local plans; design and realisation of place; identifying and analysing issues; gathering and analysing information and data; legal frameworks of planning; politics and economics of planning.
- 1.5 These placements are designed to give students an insight into their chosen profession and to develop contacts that will help them secure permanent employment after graduation.
- 1.6 From an employer's perspective placements can help to identify potential future employees, as well providing flexible, cost effective high-quality resource that can help deliver short term priorities.
- 1.7 The first cohort of up to 17 Loughborough urban planning undergraduates will be looking to start placements from July 2022. Whilst not all will want to work in local government, EMC is working with the University to ensure that all students that do can make the most of this opportunity in ways that will also benefit councils.

2. What will Participating Councils need to do?

- 2.1 Loughborough University sets out a set of core expectations for all organisations offering work placements to undergraduates – available at: [LU Student Placement Charter.pdf \(lboro.ac.uk\)](https://www.lboro.ac.uk/students/placement/charter/)

2.2 In summary, councils offering placements to Urban Planning students will need to:

- pay a 'living wage' to the student – based on the Living Wage Foundation's definition ([What is the real Living Wage? | Living Wage Foundation](#)) and currently equivalent to £18,270 pa;
- offer a placement lasting a minimum of 45 weeks (inclusive of pro-rata leave entitlement) - although there may be scope for two councils to offer shorter periods as part of a combined 45 week offer;
- treat the student as an employee of the council under Health & Safety, Equalities and other relevant legislation;
- provide the student with an induction to the council and its working practices, regulations and policies;
- provide opportunities for degree-level work that allows the student to develop competencies related to the RTPi Licentiate Assessment of Professional Competence (L-APC);
- provide the student with an appropriate working environment and necessary equipment to carry out their job;
- nominate an appropriate council staff member to act as a line manager ('Placement Supervisor') to provide support to the student; and
- facilitate a Loughborough University academic supervisor to visit the student at least twice throughout the placement and meet their line manager to discuss progress and development.

2.3 On return to University, the student will be expected to submit a 5,000 word report based on their placement. Typically, this is a portfolio of their responsibilities and projects they have worked with the emphasis being a reflection on their professional development.

3. What will EMC do?

3.1 EMC will run a comprehensive and consistent recruitment exercise for all participating councils to help ensure that you get a student placement with the right interests and aptitudes to meet your needs – and provide comprehensive assessment feedback to all students.

3.2 EMC will provide support and advice to councils in discharging their responsibilities toward student placements set out above, and will identify an EMC HR professional contact for each student to provide support on matters out-with the academic remit of the University.

3.3 This offer of support from EMC is free to all EMC member councils participating.

4. How can my council get involved?

4.1 At this stage, we are only looking for councils to indicate an 'expression of interest' in offering a placement from July 2022.

4.2 For this, you need fill in the form below and email it to:
samantha.maher@emcouncils.gov.uk by **Thursday 30th September 2021.**

Loughborough University Urban Planning Student Placements

July 2022-Sept 2023

Expression of Interest Form

Council name:

Contact name & position:

Contact e-mail:

Contact telephone number:

A brief summary of the type of work your council could offer a student placement:

Are you interested in offering:

- a) the standard 45-week placement**
- b) a 45-week placement in conjunction with another local authority?**

Return to: samantha.maher@emcouncils.gov.uk by 30th September 2021