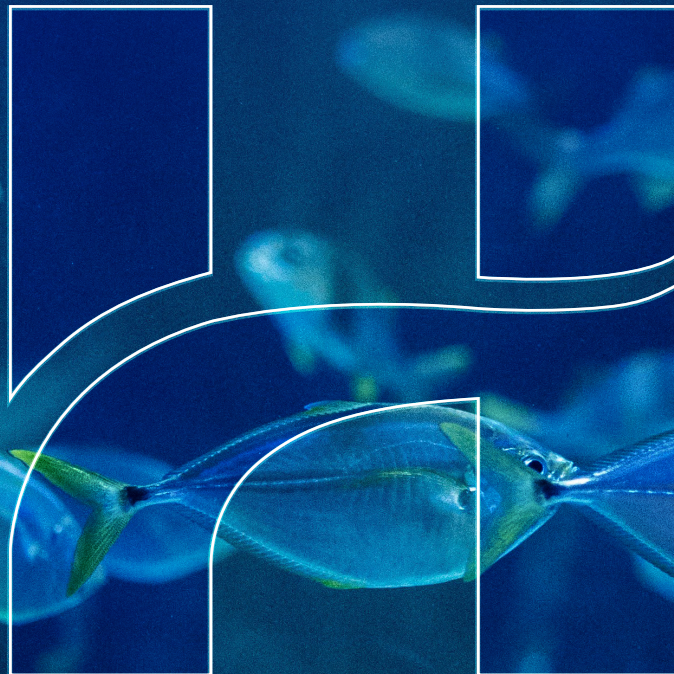


HENLEY BUSINESS SCHOOL

Henley Placements 2025/26

A Handbook for Employers



Henley
Business School
UNIVERSITY OF READING

Where business comes to life

Thank you!

We are delighted that you have chosen to employ a placement student from Henley Business School. There are often many questions surrounding these placements, so we have put together this guide to help you. Please contact the team at any time for additional support. We look forward to partnering with you in helping to make the placement a success for you, your team and the student.

Key contacts

As a pivotal stakeholder within our placement programme, your support is integral to fostering the success of our students throughout their placement year. We are fully committed to partnering with you at every step of this journey. Please feel free to contact us for any support or guidance you may require.

Henley Placements Team

Email: placements@henley.ac.uk
Henley Help Desk: 0118 378 4007

Placement module convenors and lead placement tutors

Dominic Prosser

Head of Careers Education:
d.prosser@henley.ac.uk

Lex Nicholls

Placement Co-ordinator:
a.l.nicholls@henley.ac.uk

Jennifer Phillips

Careers Consultant:
jennifer.phillips@henley.ac.uk

Employer engagement

Blayne Cooper

Head of Employer Engagement:
blayne.cooper@henley.ac.uk

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Henley: more than just a business school

Many institutions offer business education, so what makes Henley different? Henley is about much more than just education. We develop people who understand the world of work - who live, breathe, practise and create business.

Henley participants don't just learn a list of facts and theories. They develop and apply their learning to real-life situations, examining issues around AI, sustainability and the world of work, and building an understanding of the wider global impact of business on society. Bringing business to life is at the heart of what we do.

Whiteknights campus - Reading



Rankings

No.5
in the UK

in the UK for Masters
in Management

(Financial Times 2024)

No.1
in the UK

for overall subject in Land and
Property Management

(Complete University Guide 2025)

No.5
in the UK

for the Executive MBA

(Financial Times 2024)

Source: hly.ac/ee-rankings

A rich heritage

Henley is one of the oldest business schools in the UK and Europe, with a significant international presence and reputation. As a triple-accredited business school (AACSB, AMBA, EQUIS), we rank in the top 1% of business schools globally.



Founded on the principle of harnessing life experience for business achievement, we began over 80 years ago as the Administrative Staff College. Our mission was to retrain demobilised officers as business leaders to help rebuild the British economy after the war. Situated by tranquil riverside surroundings, leaders from government, the military and the church came together to bring business to life.

In the 1980s, we had a name change to 'Henley Management College' as the institution delivered mid-career management education. The Henley MBA was launched in 1985, and so our journey began to become the global business school we are today. Our first business degree was launched in the 1990s – BA in Management and Business Administration. In 2008, we merged with the University of Reading to form Henley Business School, offering a full portfolio of business education, from undergraduate to board-level development.

From the Thames Valley to the world

Since our quiet beginnings on the banks of the River Thames, Henley has become an international business school with partnerships, campuses and offices worldwide. We welcome over 7,000 students from more than 140 countries to our campuses. Our faculty has a distinctively international flavour, with 150 academics from 18 countries teaching a curriculum with a truly global perspective.



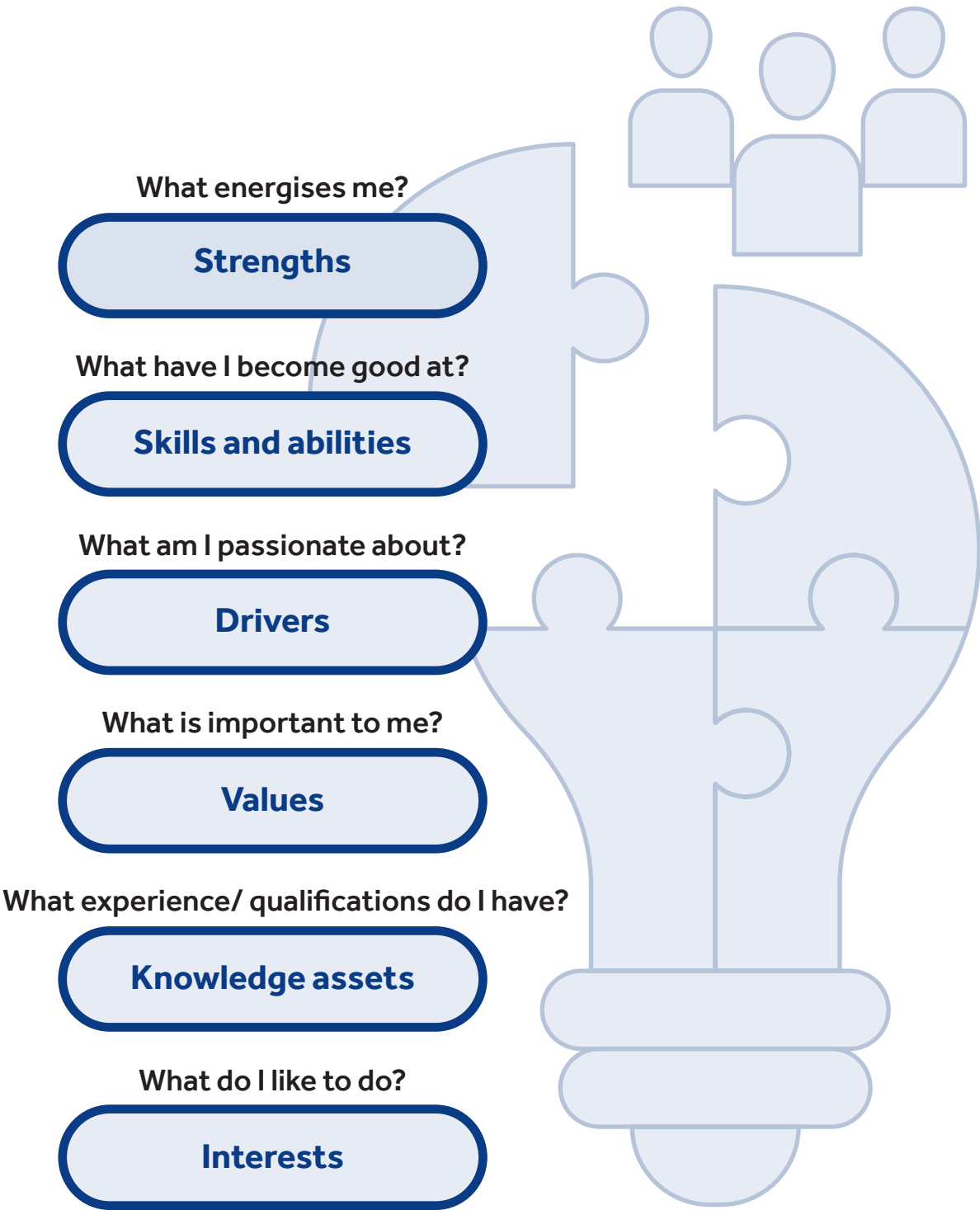
Greenlands campus - Henley-on-Thames



How Henley prepares students for placement

Employability modules

We offer our students employability modules which are delivered in their first and/or second year to help them develop self-awareness and insight into the world of work across six areas.



My placement has offered a breadth and depth of experience that has helped me identify my strengths and passions within the world of business



Jodie Fenton
BSc International Business and Management with Placement Year
Placement: Nationwide, Swindon (Business Data Analytics)

Pre-placement briefing

In addition to the employability modules, we offer a pre-placement briefing. This one-day briefing covers the more practical elements of the student placement, including:

- the student’s responsibilities
- the employer’s responsibilities
- the University’s role
- the placement visit
- placement finance
- professional etiquette
- strategies for success
- personal and professional development
- assignment
- Q&A session with current/recent placement students and placement employers

The placement year

Start of placement

Employer inducts student

Monthly newsletters to students start

1 month +

Student starts monthly reflection logbook

3 months +

1st placement visit with student

Placement success webinar 1

6 months +

2nd placement visit – employer, student, tutor

Placement success webinar 2

Student submits final assessments

Award nominations

End of placement

Roles and responsibilities

Creating a positive and successful placement experience is our common goal. Achieving this requires students, employers and the University to meet industry standard expectations during the placement year, as set out below.

The University will:

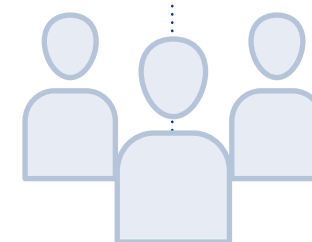
- maintain contact with the student, including at least one placement visit. If you have employed a student on a Tier 4 visa, we will ensure that they are attending their placement and that they are not absent without leave
- upon request, support students and placement providers to resolve issues where the student is not performing to the standards that the employer expects
- provide a placement tutor for the student. The placement tutor acts as a guide for the placement student and a first port of call should they have issues
- continue to provide students with any ongoing or new pastoral and welfare support where required, through our central services
- provide medical and travel insurance for students travelling overseas.

The employer will:

- provide a safe work environment for the student and complete the [health and safety induction checklist](#) (see page 10)
- ensure that all health and safety guidelines are followed in the workplace where the placement student is employed
- provide the training necessary for the placement student to perform the functions of their role
- approach the University if there are any issues connected to the student's employment, particularly if there is a potential for the student to be removed from the company
- report any student unauthorised absence as soon as possible. This is so the University can investigate the student's attendance to ensure our duty of care is being fulfilled and to maintain our official reporting requirements
- attend the second placement visit. This is an important check-in stage for the assessment of the module
- ensure that the student can complete the required placement module assessment
- assign a designated line manager who will meet with the student at least once a fortnight to review progress and provide actionable, constructive feedback on areas for development
- where possible, allocate a designated 'peer support' buddy who can provide the student with general day-to-day support. Typically, buddies are early career graduates with at least six months' previous experience in the business, in a similar function.

The student will:

- provide the Henley Placements team (placements@henley.ac.uk), at the start of the placement, with their line manager's name, job title, phone number, and email address
- be expected to work and attend to all tasks that are set by the employer to the best of their ability
- maintain regular and prompt attendance for the duration of the placement and inform their placement team of periods of absence of more than seven working days
- immediately inform the Henley Business School Placements Team if their employer expresses serious concerns about their performance and behaviour
- adhere to all health and safety guidelines outlined by the employer
- familiarise themselves with their placement provider's equality, diversity and inclusion policies, and ensure they uphold the values and behaviours expected by their employer and the University, in line with their student charter and contract
- attend all training sessions which are required by the employer
- complete the coursework that is required for the placement module
- respond to all communications from the University (therefore, they will need to check their University email on a weekly basis)
- contact the University immediately if they have any concerns about their employer, including any issues related to work-based bullying, harassment or discrimination
- finally, if the student is on a Tier 4 Visa, they **must** respond to reporting requests.



Employer health and safety induction checklist



Complete this checklist at the beginning of the placement to confirm that the following actions have been undertaken. Please use the checklist as an aid to ensure that key items of information are delivered to the student.

Welcome to the organisation	Specific health and safety issues
<p>1 Confirm name of supervisor responsible for the placement.</p> <p>2 Working hours:</p> <ul style="list-style-type: none"> To include start/finish and lunch break times. Confirm that travelling arrangements to the placement can fit in with these times. <p>3 Absence procedure:</p> <ul style="list-style-type: none"> If the student is absent for any reason, please provide the name and contact information and the person in your organisation that the student should notify. <p>4 Location of services:</p> <ul style="list-style-type: none"> For example, lavatory/washroom facilities, eating and refreshment facilities, place to store belongings. <p>5 Professional standards:</p> <ul style="list-style-type: none"> For example, dress code, etiquette, confidentiality, quality assurance system. <p>6 Tour of premises and, if applicable, introductions to staff.</p> <p>7 Confirm arrangements for day-to-day supervision and requesting leave.</p>	<p>1 Fire and emergency precautions:</p> <ul style="list-style-type: none"> General instructions in the event of fire/emergency evacuation. Location of any alarm call points/ fire marshals. Location and use of fire extinguishers. Location of emergency exits and assembly point. <p>2 First aid provisions:</p> <ul style="list-style-type: none"> Name/location of the person responsible for providing first aid. Ensure that any injury, however minor, is recorded and reported to both the placement provider and to Henley Placements team. <p>3 Health and safety policies and procedures:</p> <ul style="list-style-type: none"> General explanation. Outline duties student will be allowed to undertake and any restrictions/ precautions (for example, supervision, protective equipment). Make student aware of any specific hazards and associated procedures. Explain and show any activities that the student must not undertake and/ or areas/locations which must not be entered.

What to do if...

...a student is ill?

If a student is unable to attend work due to illness for five working days (self certification) you are not required to notify Henley Placements. We recommend you follow your company's standard procedures. If the illness results in the student's absence for more than seven working days, please encourage them to report this to placements@henley.ac.uk so that we can register their absence.

...there is a performance concern?

If there are concerns about a student's performance, attitude or behaviour then the employer is required to get in touch with us via placements@henley.ac.uk at the earliest opportunity. We will then work with the student and the employer to try and resolve the issue.

...the student needs to travel outside the country for the business?

The student will need to inform us of any travel necessary for work, to a foreign country during their work placement. They can do this via placements@henley.ac.uk

...there is a change of contract terms?

Responsibilities:

We would require the student to get in touch to inform us of their change in role.

Length of contract:

We would require both the student and the employer to get in touch with us. This is essential if the contract's term has decreased to below the nine-month (1200 hours) minimum required for the placement module.

Place of work:

The student will need to inform us of any change in office – particularly if it involves a change of country, city or town.

Line manager:

The student will need to get in touch with us and inform us of the contact change.

Students and employers can contact us via placements@henley.ac.uk

...there is a problem regarding non-attendance?

If a student does not attend work without adequate explanation, please contact us as a matter of urgency on **0118 378 4007** or via placements@henley.ac.uk

If you have cause for concern about the student's safety or welfare, please contact their next of kin (only if shared by the student/ expressed contractually) and Henley Placements immediately.

We will then be able to work with you and the student to try to resolve the issue.

My placement was a wake-up call in terms of who I want to become, both personally and professionally



Anita Marcu

BSc Business and Management (Marketing) with Placement Year

Placement: Pernod Ricard, London (Marketing)

Placement awards

Every year we celebrate the value of the placement experience through a series of awards. Nominations open in May and awards are given at a red carpet ceremony in October. Full details will be provided when we invite nominations.

Best Relationship Builder Award

- achieved consistent positive feedback from other stakeholders and/or clients
- well-networked across the organisation, e.g. has built relationships across different teams and functions for mutual benefit
- built a reputation as a great team player, respecting the team's structure and the role that they played within this

Commitment to Personal Growth Award

- showed continuous improvement from start to finish
- become a subject expert in an area of knowledge in a piece of software, system or process
- demonstrated high levels of insightful personal reflection to develop and implement a personal development plan based on The Henley Skills set

Biggest Impact and Legacy Award

- delivered consistently high-quality work
- initiated or took on a significant stretch project creating lasting positive change to the organisation
- seen as a critical thinker, challenging the status quo to in order synergise processes or make their implementation easier in the organisation

#showyourstripes Award

- actively engaged with and promoted the Corporate Social Responsibility agenda
- made a significant impact on the wider community in work outside the realm of their job role
- introduced initiatives to help the organisation reduce its carbon footprint



A placement gives you an understanding of what your future could look like. It will help you decide on a career and give an insight into the corporate world

Denis Kokin

BSc International Business and Management with Placement Year

Placement: Network Rail, London (HR)

Coursework for 2025/26 Placement Year students

There are two assessment elements needed to pass the placement module:

1 Reflective logbook

From the start of their placement, students are required to submit one logbook entry each month (a total of nine entries). In each entry, students should focus on one of the The Henley Skills (see page 4) and describe a specific event or project using the [CAR-L framework](#).¹

Students are required to:

- use the format set out in the [Monthly reflective logbook template](#) (see page 14), available in the assessment section of the module in their virtual learning (Blackboard) space.
- submit **nine entries**
- submit entries using the [Reflective logbook submissions tool](#) in the assessment section of the module in their virtual learning (Blackboard) space.

There is a maximum of 350 words for each monthly entry.

Submission

Students need to complete their nine entries by **5pm on Friday 12 June 2026**.

2 e-CV

Students are required to create an e-CV to summarise their experience and pitch for a future role. The e-CV is a video recording in which the student responds to the question, 'Tell me about yourself'. It should be 60 – 120 seconds.

Submission

Students will need to submit their e-CV by **Friday 12 June 2026**.



One of the biggest lessons I learned was to not shy away from challenges. Ask for feedback and don't take criticism negatively; it's there to help you grow

Debbie Bilanuic-Horvath

BA Accounting and Management with Placement Year

Placement: BDO, Reading (Audit)

¹ <https://uk.indeed.com/career-advice/interviewing/car-interview-technique>

Monthly reflective logbook template

Employer: _____

Job title: _____

Month:

Skills and behaviours in focus:

What happened? (350 words)

Using the **CAR – L** framework, describe what happened.

C: context – what was the context/challenge? (guide 50 words)

A: action – what actions did I take? (guide 200 words)

R: result – what was the commercial result and impact for the organisation? (*guide 50 words*)

L: learning – what did I learn from the experience? (*guide 50 words*)

- If I'm in a similar situation again, would I do the same thing again or would I change something?
- What do I need to do to develop this or other skills and behaviours during placement?

Other ways you can engage with Henley Business School

It is great that you have chosen to employ a placement student from Henley – this is just one strand of our engagement with industry. Since our beginning in 1945, we have worked closely with companies to develop the skills, expertise and ethics a dynamic workforce needs to lead boldly and sustainably. Our courses are practical and our links with the business world remain strong. As a result, not only do we produce competent and driven individuals who can support your business, but we can also work with you to develop your existing talent.



Recruit our talent

Join our growing portfolio of top graduate recruiters who raise awareness of their employer brand by delivering presentations, skills sessions and other activities covering a whole range of careers and employability topics on-campus, online or at your own premises.

We help employers deliver placements, internships and apprenticeships, as well as run recruitment insight talks, employability skills sessions, business games, drop-ins, site visits, alumni panels, business challenges and much more.

We understand the changing and varied needs of business, and work closely with firms to deliver sessions that are right for them and beneficial for our students. Our Employer Engagement team (employer.engagement@henley.ac.uk) will work flexibly with you to help find the most suitable way for you to get involved with us. Employers who have recently run successful on-campus events include:

- Alibaba
- BDO
- Deloitte
- EY
- Fidelity International
- HP
- HSBC
- IBM
- KPMG
- LinkedIn
- Mazars
- Microsoft
- Müller
- NHS
- Porsche
- RWE
- SAP
- Virgin Media



Develop your talent

Being exceptional in business means constantly learning, embracing challenges and seeking out opportunities to grow. We believe that true organisational change comes from within, and we have long-standing expertise in helping firms tackle contextual challenges and develop their in-house capabilities. We do so through research-backed insights, focused programmes, coaching and consultancy.

Enhance your people's capabilities in leadership, management, strategic planning, organisational change and executive coaching. Our programmes support all career stages and have our signature practical focus, enabling participants to make an immediate impact in your organisation. Our Corporate Development team (exec@henley.ac.uk) will work closely with you to scope your needs and propose an appropriate solution.



Henley research

Our business-focused research is often developed in close collaboration with corporate partners. Previous clients include global firms like Microsoft and Shell, the UK and foreign governments, and non-governmental organisations such as the United Nations.

Henley's associates and partnerships span over 20 countries, providing an international dimension to research activities that is integrated into the curriculum to provide the knowledge to develop people who build business.

We host and play an active role in a wide range of research-led events, including international conferences, research seminars and workshops, reinforcing our global reputation.

World of Work Institute

The pioneering World of Work Institute is dedicated to exploring and influencing the future dynamics of the workplace. In doing so, the Institute integrates academic research, education, and engagement with business. It provides valuable insights and actionable recommendations to businesses, policymakers, and individuals.

The World of Work Institute is committed to addressing the challenges and opportunities presented by the rapidly changing work environment. It collaborates with industry leaders, government bodies, and academic partners to develop innovative solutions that enhance productivity, employee well-being, and organisational resilience. The Institute's multidisciplinary approach integrates expertise from fields such as economics, sociology, psychology, and technology, ensuring a comprehensive understanding of the complexities of modern work.

The work of the Institute is embedded in our educational curriculum, workshops, and events designed to equip professionals with the skills and knowledge needed to thrive in the ever-evolving workplace.

The World of Work Institute plays a critical role in shaping the future of work by combining academic expertise with practical industry engagement. Its commitment to innovation, collaboration, and education ensures that businesses, policymakers, and individuals are equipped to navigate the challenges and seize the opportunities of the work environment.

Find the latest podcasts, articles and white papers at henley.ac.uk/world-of-work



Transitioning to new projects required me to anticipate changes and quickly adjust to new processes and individuals. This lesson will prove invaluable in my future career

Rachael Anigilaje

BA Accounting and Management with Placement Year

Placement: BDO, Ipswich (Business Assurance – Audit)



The tech skills I brought to the placement have helped the team learn new techniques and shortcuts to improve efficiency and overall productivity

Sharmesh Jethwa

BSc Accounting and Finance with Placement Year

Placement: EY, London (Financial Services – Tax)

Henley Placements team

Email: placements@henley.ac.uk

Henley student help desk: 0118 378 4007

Whiteknights campus

Henley Business School

University of Reading

Whiteknights

Reading

RG6 6UD

