

# ALLIANCE MANCHESTER BUSINESS SCHOOL

## BSc Accounting Placement Handbook

2025-2026 academic year

BMAN 31710



## Contents

INTRODUCTION .....	4
<b>Chartered Accountancy Qualification .....</b>	<b>4</b>
REGISTRATION, FINANCES, SUPPORT FROM THE UNIVERSITY AND SCHOOL .....	5
<b>University Registration and Fees .....</b>	<b>5</b>
<b>Student Finance .....</b>	<b>5</b>
<b>Access to University services .....</b>	<b>5</b>
<b>Support from the School .....</b>	<b>5</b>
<b>Visits .....</b>	<b>6</b>
<b>University email account .....</b>	<b>6</b>
<b>Student visa holders .....</b>	<b>6</b>
<b>Data Sharing .....</b>	<b>6</b>
ASSESSMENT DURING THE PLACEMENT YEAR .....	7
<b>Deadlines .....</b>	<b>7</b>
<b>Reflective essays .....</b>	<b>8</b>
<b>The use of Artificial Intelligence (AI) .....</b>	<b>8</b>
<b>Transition to CANVAS .....</b>	<b>9</b>
WHILST ON PLACEMENT .....	10
<b>Arrival and starting your placement .....</b>	<b>10</b>
<b>Being professional .....</b>	<b>10</b>
<b>You and your manager .....</b>	<b>11</b>
<b>My Placement is Different from What I thought it would be .....</b>	<b>12</b>
<b>I am not enjoying my placement year .....</b>	<b>12</b>
<b>Tackling problems .....</b>	<b>12</b>
<b>Your wellbeing .....</b>	<b>13</b>
<b>Disclosing a disability .....</b>	<b>13</b>
<b>Changing the employer and leaving the Placement Early .....</b>	<b>14</b>
<b>Misconduct and Poor Performance .....</b>	<b>14</b>
<b>Keeping a record of your skills .....</b>	<b>14</b>
RETURNING TO THE UNIVERSITY .....	16
<b>Getting a reference .....</b>	<b>16</b>
<b>Getting Accounting Work Experience Signed off .....</b>	<b>16</b>
<b>Final year course choices for 2026/2027 .....</b>	<b>16</b>
APPENDIX 1: SUBMISSION GUIDANCE .....	17

---

<b>Mid Term Report – End of January .....</b>	<b>17</b>
<b>End of Placement Reflection .....</b>	<b>19</b>
<b>APPENDIX 2: MARKING CRITERIA .....</b>	<b>20</b>
<b>USEFUL CONTACTS .....</b>	<b>22</b>

## INTRODUCTION

This Handbook is the second of two handbooks that are designed to give guidance to all students undertaking a placement as part of their study programme. **It includes very important information, so make sure you read it thoroughly.** It should also be your first point of reference in case you have any questions or problems during your placement year.

Going on placement can be one of the best experiences of your life, but may be quite daunting at first. Entering into a new work environment can make you feel as if you've stepped foot on another planet. In order to succeed, both socially and professionally, you're expected to learn the corporate culture, follow the dress code and pick up on the acceptable behaviours.

This handbook is to provide you with guidance that you will need during your time on placement. It will give you advice and information on how to settle into your placement.

Please also familiarise yourself with the learning outcomes of your programme and the assessment criteria as this will help you when complete your reflection reports.

**Note:** *In order to undertake a placement year you must pass all your second year exams without any re-sits. The exam board will be meeting at the end of June 2025 to ratify your marks and you will be notified of your progression in July. The school does not require students to achieve a 2.1 average in the second year; however this may be a requirement for your placement provider so please check your contract for the terms and conditions.*

### Chartered Accountancy Qualification

To qualify as a chartered accountant you will often need to have relevant work experience. If you want your placement year to count towards this you will need to be sure that you can get your work experience signed off by the relevant body (eg ICAEW, AICPA-CIMA, ACCA). To do this either check with the accounting body directly or consult with your programme director or academic advisor.

## REGISTRATION, FINANCES, SUPPORT FROM THE UNIVERSITY AND SCHOOL

### University Registration and Fees

Even though you will be out on placement you are still a student of the University and you are expected to register as normal in September 2025. Note that only registered students will have access to the University's facilities (such as email, Canvas and other services). You must ensure that the University holds correct, up-to-date, personal and academic details for you. Failure to register by the end of September will mean that your access to your University IT account may be disabled until you register.

As advised earlier, there is a significant tuition fee reduction for your placement year. Tuition fees for the placement year are set centrally by the University of Manchester. For further details, please visit the link below:

[Student Support](#) | [Finances](#) | [Tuition fees](#) | [Fee amounts](#) | [Other fees](#) | [The University of Manchester](#)

### Student Finance

Placement students are still eligible to apply for student finance for the placement year. The amount payable will be reduced to reflect the lower tuition fees being paid. For further details, please visit the link below: <http://www.studentsupport.manchester.ac.uk/finances/>

### Access to University services

You are entitled to make use of the full range of support services offered by the University. This includes:

- Counselling and mental health - a free, confidential counselling and mental health service <https://www.counsellingservice.manchester.ac.uk/>
- Disability Advisory and Support Service - support if you have a disability or specific learning difficulty <http://www.dass.manchester.ac.uk/>
- Student Finance – provides advice and guidance about statutory funding entitlement, budgeting and sourcing additional funding <https://www.manchester.ac.uk/study/finance/>
- University library <https://www.library.manchester.ac.uk/>
- IT Services <https://www.manchester.ac.uk/study/undergraduate/teaching-learning/facilities/it-services/>
- Careers Services [The University of Manchester](#)

### Support from the School

The Placement Team, your Programme Director and your Academic Advisors are available for you to contact throughout your placement, so if you experience any issues or have any questions, please do not hesitate to get in touch. You can also contact the Programme Team at [ams.programmes@manchester.ac.uk](mailto:ams.programmes@manchester.ac.uk) if you require letters of confirmation and/or transcripts.

## Visits

During your placement year, your academic advisor will visit you to discuss your progression and meet with your line manager. The visit will normally be conducted between November and February. The visit will be arranged by the Placement Officer at a time which is convenient for all three parties.

If you are undertaking a placement outside the UK, we will arrange a virtual meeting (Teams or Zoom) with yourself, your line manager and your academic advisor to discuss your progression. The placement officer will be in touch in October - November to schedule the meeting in a mutually suitable time.

## University email account

All the correspondence from the AMBS Placement Team will be sent to your university email address. Other University / School departments will use it to email you regarding important matters such as registration, unit-enrolment, assessment etc. ***Students are expected to respond to emails from the School / University within 2 working days.***

***If you are re-locating, please make sure you update your new address details on the student system.***

## Student visa holders

Although you will be away from the University, our responsibilities as your Student Visa sponsor remain the same. Your responsibilities to comply with the conditions of your [Student visa](#) and to inform the University of any changes remain the same.

We are required to continue to monitor your engagement with your studies in line with the University's Attendance Monitoring Policy. Throughout your placement you will be contacted by email by the Undergraduate office and you must ensure that you reply as requested.

## Data Sharing

The University may share appropriate information relating to your health and/or conduct with external organisations (in this case your placement provider). This may occur where concerns in relation to your health and/or conduct arise and the University considers it necessary for them to be disclosed to the organisation. The University's Privacy Notice for Registered Students (which is accessible via this link: [www.regulations.manchester.ac.uk/data-collection-notice/](http://www.regulations.manchester.ac.uk/data-collection-notice/)) includes further information about how the University may use and process your personal data, including the legal basis and conditions which may be relevant to such processing (see section 6 of the Privacy Notice). The University will only disclose special category data (such as data relating to your health) to a third party organisation where one of the additional conditions are satisfied (see section 9 and 10 of the Privacy Notice), including where processing is necessary for reasons of substantial public interest.

## ASSESSMENT DURING THE PLACEMENT YEAR

During your placement you will be required to keep a log of your work experience. If your placement will form part of an ICAEW training contract, then it will be essential that you keep these records as they will be needed for you to be admitted to ICAEW membership later on, when you have completed the rest of your training contract. It is also your responsibility to register as a student with the ICAEW to ensure that your placement year counts towards your training contract.

In order to satisfy the requirements of your placement year, you are required to submit the following reflections through **Canvas** – submission templates and marking criteria can be found in appendices 1 and 2. **(Submission dates of the first and the final reports will be confirmed by email.)**

Assignment	Notes	Submission deadline
First reflective report*	Comments of Satisfactory / Non-satisfactory, no feedback	Two months following start date of your placement, (students will be notified individually)
Mid-term reflective report*	Marked <b>formatively**</b> by your Academic Advisor	11 pm on 30 January, 2026
End of placement (final) reflective report	Mark and graded by your Academic Advisor. Students can achieve a grade of Pass, Merit or Distinction.	Between 1 June – 17 July, 2026 (students will be notified individually)

\* Comments from your line manager are required on your First Reflective report Mid-term report

\*\*The goal of formative assessment is to monitor student progression to provide ongoing feedback that can be used by students to improve their learning. More specifically, formative assessments:

- help students identify their strengths and weaknesses and target areas that need work
- help the School recognize where students are struggling and address problems immediately

## Deadlines

The deadline for your First Reflective report and End of Placement report will be worked out by the start and end dates you have provided us on MyPlacement and sent to you by email prior the beginning of your employment. If your start or end dates have changed, please notify us immediately. The submission deadline for Mid-Term report is fixed. **Please ensure you add the submission deadlines to your diary. It is crucial that you meet all deadlines as no additional reminders will be sent. Be aware that any late submission could potentially affect the successful completion of your placement and your progression to the final year.**

If, due to work commitments you will not be able to submit your reports on the due date please email Svetlana Gannon at [ambs.placements@manchester.ac.uk](mailto:ambs.placements@manchester.ac.uk) to request an extension. Extensions must be requested **before** your deadline and will be considered on a case by case basis. An extension of up to 7 calendar days maximum may be given, however you must



give the School at least **48 hr notice**. Supporting evidence may be asked for (confirmation from line manager, sick note) and it is not guaranteed that your request for an extension will be met. ***As students have been notified of their deadlines in advance, it is expected that you manage your workload to accommodate these.***

## Reflective essays

You are required to write reflective reports on what you have done during your placement and what lessons you will be taking forward. The reflection is designed to highlight the achievements and mistakes you have made. You should explain what you have learnt from your experience which will help you with accelerating your skills development.

You will need to write between 750 and 1000 words critically evaluating how you felt and using a recognised reflection model (eg Gibbs or Kolb). Reflective essays are written in the first person and should be honest and personal to your experiences.

To gain a distinction you will need to show in this report:

- a wide understanding of the role you are doing and how this fits in your programme of study;
- a strong ability to plan your work (how you planned your work and how you were proactive);
- demonstrate how you have inquired into issues (even maybe when this was not asked of you) and if you questioned information which was given to you, which would show a high level of critical analysis;
- explain how you solved problems, how you broke down the steps you had to follow logically and provided a comprehensive solution;
- explain when you used data from a wide range of sources and produce efficient succinct reports from them;
- describe the IT skills you have learnt and the IT processes you've used to analyse data;
- explain what you did to make your team more efficient;
- describe the practical skills (eg an excel tracker, or a report writing tool) to carry out work;
- explain how you made sure you met deadlines (e.g. by setting earlier deadlines than the final one) and perhaps how you helped others to make sure your team met a deadline;
- describe any numeracy (eg excel calculations) skills you have learnt
- explain how you sought out opportunities or took advantage of training for personal development;
- explain what you have learnt and what you plan to do next.

## The use of Artificial Intelligence (AI)

AI tools have the potential to enhance learning, and can support inclusivity and accessibility when used appropriately. It is important that you understand the potential risks and benefits of these tools if you plan to use them during your studies.

You may use AI tools like any other resource to help you generate ideas, key themes, and plan your assessment, and you may also cite or quote content generated by AI systems. However, passing off work generated by AI as your own is plagiarism, and will be treated as seriously as [plagiarism](#) of another person.



For more detail on the University's position on the use of AI in teaching and learning, see [Artificial Intelligence \(AI\) Teaching Guidance](#).

For advice on how to acknowledge and cite content generated by AI please see this article on the [University Library website](#).

If you are unclear about what is permissible, contact your academic advisor or the programme director.

## **Transition to CANVAS**

As you may be well aware, the University of Manchester will be transitioning to Canvas, our new Central Learning Environment, towards the end of 2024-25 academic year. Canvas will replace Blackboard, and it will go live in September 2025.

As part of this transition, you will be automatically enrolled in the BMAN31710 course, where you will be submitting your written assignments. If the deadline for your first reflective report is before September, please email your report directly to the Placement team at [ambs.placements@manchester.ac.uk](mailto:ambs.placements@manchester.ac.uk) by your individual deadline, which you will be notified of at the beginning of your employment.

Once Canvas goes live, if you encounter any difficulties submitting your report, please also email your report to the Placement team.

**The University will keep you updated on the transition to Canvas and any actions required. Please ensure you check your university emails regularly to avoid missing any important information.**

## WHILST ON PLACEMENT

### During your placement you are expected to:

- ✓ It is vital that you inform us of your address and contact details, especially **your work email address** while you are away. You also need to provide us with the details of your line manager. It is essential that you give us all the **details of your placement within 15 working days of you starting your placement**.
- ✓ Conduct yourself professionally in all your dealings with your employer and external organisations, remembering that you are a representative of the School and any poor conduct may impact on the School's reputation;
- ✓ Abide by all workplace regulations and practices of your employer, including those related to Health and Safety, absence management and confidentiality;
- ✓ Demonstrate good attendance and punctuality and inform your employer and the School immediately if you are unable to attend work;
- ✓ Dress and behave appropriately for the workplace;
- ✓ Engage with all reasonable opportunities for development during your placement;
- ✓ Continue to check your University email account, responding to all communications from your Placement Team promptly;
- ✓ If you are an international student, ensure you continue to comply with any Student Visa regulations and keep the School up to date with your address and contact details;
- ✓ Notify the Placement Officer of any problems that may prevent successful completion of your placement as soon as possible.

### Arrival and starting your placement

**The basics:** First impression counts! Remember, you only get one chance to make a first impression. You are being judged from your first day, so be focused and professional. Be enthusiastic and ready to get involved in whatever opportunities come your way.

**Dress code** will vary depending upon the work place, but always dress smartly, at least until you get a feel for whether you can dress more casually. Before the start of your placement, it may be worth to contact your supervisor / HR to ask whether there is a dress code.

Be sure you know exactly where you are going and check buses, timetables, parking etc. Aim to be around ten minutes early on your first day.

### Being professional

**Punctuality:** It is important to be on time every day of your placement and to be on time if you are required to be somewhere particular such as a meeting, a conference call, or at another venue.

**Planning:** You may be given lots of dates and meetings to remember. Take ownership of your diary management, make sure to note down any dates / times and locations that you are given and ensure you plan your time in advance to avoid clashes.

**Answering the phone:** Check if there's a specific script for your company. If not, be sure to say the name of the company, your own name and 'How can I help?' If you find yourself taking a message for a colleague, or dealing with an enquiry for which you need to find out more, always write down the full details of the call, including the name, position and organisation of the caller, their full contact details and why they are calling. Assure the caller that someone will get back to them as soon as possible and ensure the message gets to the right person.

**Meetings:** Prepare by reading minutes of previous meetings, studying the agenda and any documents to be discussed. In this way, you can identify where you could make a contribution by sharing your experience, asking a question and so on. Don't forget you've been invited to the meeting because you have something to contribute.

During the meeting, be aware of who the key contributors are - these may be people in senior positions or invited guests with specialist knowledge. Take your cue from others in the room as to when is the right time to speak up. If you can't think of anything to say it's fine to make a comment in support of someone else's contribution and put a question to them. For example, *I'm very interested in your proposal, is it something that someone at my level could be involved in?* Don't race off as soon as the meeting has finished. Sometimes, the most useful part of a meeting is at the end when participants chat informally. This can be a great opportunity to speak to someone on a one-to-one basis. For instance, you might let them know you'd like to know more about a project they're working on because it's relevant to your work.

**Internet and email at work. Mobile phones:** Most of you will have access to the Internet at work, but this is supplied for work use only. You should check whether your employer has a policy on the use of social media. Do not download or pass on any material that is not related to work. Please remember that e-mail is not secure and that any e-mails that you send can be retrieved and read by the employer, even if you have deleted them.

Some employers may have a policy on making personal phone calls during the working day. Be respectful, you should not keep your mobile phone on your desk or answer your phone during meetings.

## **You and your manager**

Remember this is a two-way process, your manager relies on you - as you do on them, so it is worth establishing a healthy, cooperative relationship. This is a real test of your communication skills as you need to keep your manager informed about your work activities and achievements whilst also using your initiative to find things out for yourself, where possible. Try to get a feel for your manager's communication and working style, preferences, strengths and weaknesses as well as what objectives are important to him/her. If you need to ask your manager for more work, do so in advance of completing it, in order to give them some time to plan.

## **My Placement is Different from What I thought it would be**

If you feel that the work you are doing is different from what was stated on the job description, contract or discussed during interview, remember that it may take some time before your employer decides you are ready to take on more complex tasks. For most the first weeks in a role will be focused on assessing your current skills and competencies, allowing you to settle in and become familiar with the company culture, values and processes. If you are concerned, speak with your line manager and seek clarification; it may be that they are not aware of what you are expecting or what has been previously discussed.

## **I am not enjoying my placement year**

Before speaking with your line manager / supervisor or taking action think about the following:

- ✓ Is it the role in general that you don't like or are the specific aspects that you are struggling with?
- ✓ Were your expectations of your placement realistic? We would advise that you speak with your manager about how you feel but be prepared to provide realistic suggestions on how to improve your job satisfaction. Remember that most jobs are a mix of interesting, exciting tasks and more mundane administrative or repetitive tasks.

## **Tackling problems**

If you want to discuss concerns or suggest changes, it is important to be tactful and diplomatic. Choose time carefully – do not expect your supervisor to have time to talk to you immediately. Arrange an appointment and be well prepared for the discussion, you can also suggest a potential solution. This shows that you have given thought to the situation, used your initiative and are trying to make their life a little easier!

Clarify in your own mind what you want to get out of the placement and be positive – do not just go along with a list of complaints and criticisms. Remember your expectations or interpretation of the tasks may be different from your supervisor's.

If you make a mistake, don't cover it up or deny all knowledge! Everyone makes mistakes, but you can do some damage limitation by ensuring your manager hears about it from you first.

**Actions to take if things do not improve:** If things do not improve immediately, be patient. It does take some time to sort things out but try not to let your motivation diminish. If nothing improves despite tactful reminders, the next step is to contact your Placements Officer at the School to talk things through and develop an action plan – if you are unsure how to tackle the situation do this first, rather than upset people by taking inappropriate action.

**However, do not expect us to intervene at the outset if you experience problems – you should make the first approach yourself. Remember, no one will know you have problems if you do not raise the matter with your supervisor, and things are often easily resolvable.**

Please remember, the School reserves the right to contact line managers any time during placement to request additional feedback on student's performance.

## Your wellbeing

If you become unwell whilst on placement, you should follow your employer's process for reporting sickness or absence. This should be outlined in your employment contract. If you are off work for more than ten working days, you are also required to inform the School immediately by emailing to [ambs.placements@manchester.ac.uk](mailto:ambs.placements@manchester.ac.uk)

If you have any concerns about your mental health, it's important that you reach out and speak with someone, for example your GP. Remember that it is ok to not be ok and you shouldn't be afraid of speaking with your manager about any physical or mental health issues that you are experiencing.

During your placement year you can still use [the University's Counselling & Wellbeing services](#) and your employer may also offer counselling support through their Employee Assistance Programme, as part of their wellbeing package.

The life of a student is rather different from the life of an employee: you are now expected to maintain focus and productivity across the duration of the working day and have little say in when and where you complete your work. Transitioning into a placement year does take time and it's completely natural to feel a bit lost with your new routine. If you get the basics right, i.e. eat and sleep well and have a good work/ life balance, you are likely to find the change easier. If you are struggling it might be helpful to speak with a friend or fellow student also doing a placement year and of course you can always reach out to your Placement Coordinator or Academic advisor for support. You can find contact details for the University's Counselling & Wellbeing services and other external support services at the back of this handbook.

## Disclosing a disability

If you have a disability, we encourage you to disclose this to your employer if you feel it is relevant to do so and you are comfortable with sharing this information. Once you have disclosed a disability the employer is legally obligated to make reasonable adjustments for you and provide support so that you are not disadvantaged during a recruitment process or once in the job. Students might choose to disclose a disability at several different points, though this may vary depending on the job. Remember that the choice is yours!

- At the application stage (if completing an online application form many companies will ask for this information, but you are not obligated to provide it)
- Before a particular stage in a recruitment process, e.g. interview
- When you receive a job offer
- Once you have started the job

Students with physical or mental health conditions which are not considered to be a disability may also be entitled to reasonable adjustments, examples include:

- Providing a suitable chair for employees with chronic back problems
- Supporting employees with mental health conditions such as anxiety or depression by doing things differently e.g. providing a personal desk space rather than hot-desking

Please do not hesitate to speak with your Placement Coordinator if you have any concerns. You can also receive support from [the University's Disability Advisory and Support Service](#).

[Sharing information about your disability \(The University of Manchester\)](#)

## Changing the employer and leaving the Placement Early

Once your placement has been approved by the School and you have signed the employment contract, you must withdraw all other open applications, including other interviews you may have lined up. Once you have signed the contract, it becomes binding, you will not be able to decline it later, except in very exceptional circumstances.

***Students are expected to complete the full duration of their employment contract. Only under extremely exceptional circumstances, students may be allowed to leave the placement prior to the end date indicated in their contract.*** Early exits may only be approved if the company is unable to fulfil the full duration of the contract (e.g. if the company is in financial difficulty) or if there are accepted mitigating circumstances that prevent you from completing the full duration of the placement (e.g. significant health issues, financial or family crisis). In both cases, you must inform the School as soon as possible.

***Leaving the placement earlier without the School authorisation may result in disciplinary actions taken against the Student.***

## Misconduct and Poor Performance

In some instances, students may face challenges during their placement year, such as difficulties with performance, misconduct, or even dismissal from their placement. If such situations arise, the placement provider is required to provide supporting evidence and notify the school. This is done to help assess the case against [Regulation XVII Conduct and Discipline of Students](#), and decide on the most appropriate course of action for the student's academic progression on the programme.

As part of this, students may be invited to a School Summary Disciplinary Panel hearing to discuss their situation and determine their progression in line with the programme regulations.

Please be aware that in cases of early contract termination, students may be moved off the Industrial Placement version of the programme subject to an exam board decision, in line with the [programme regulations](#).

## Keeping a record of your skills

As you go through your placement keeping a record of your skills and updating your CV/resume is very important. You should take the time to complete this table with a record of your experiences using the CAR(R) approach:

**Context:** when and where are you talking about?

**Action:** what did you do, what was your aim, what worked?

**Result:** what was the end result?

**Reflection:** what did you learn (about yourself) during this experience?

Skill	Describe a time on placement where you showed this skill
<b>Written Communication &amp; Verbal Communication</b> Communicate effectively at all levels, to achieve positive outcomes	
<b>Problem Solving</b> Ability to analyse a problem, generate options and make recommendations in order to arrive at appropriate solution.	
<b>Resilience and adaptability</b> Ability to respond positively and be flexible to changing circumstances, situations and environments through continuous learning.	
<b>Teamwork</b> Work collaboratively as member or leader of team, to achieve shared goals.	
<b>Decision Making</b> Ability to gather, interpret and evaluate data in order to make effective decisions.	
<b>Commercial Awareness</b> General knowledge of business, work experience and specifically an understanding of the organisation and the wider industry in which it operates.	
<b>Time Management</b> Organise yourself to be responsible in prioritising your work efficiently and working productively to meet deadlines.	



## RETURNING TO THE UNIVERSITY

Once your placement has ended, take time to think about the return to university and how your learning fits in with academic life and the other units you have studied as part of your degree programme. Your year on placement may well have influenced the direction your final year takes and your view of a future career.

Your placement may have inspired ideas for future careers as well as further study. Take time to update your CV and your LinkedIn profile.

We will also ask you to complete End of Placement feedback form to help our perspective placement students in their search.

### Getting a reference

A placement is a great place to get good reviews and recommendations. Collect feedback over email or as recommendations on LinkedIn which will improve your future employability.

### Getting Accounting Work Experience Signed off

Your work experience can count towards your accountancy qualification (e.g. with the ICAEW, CPA Australia, ACCA) but you will need to complete the relevant forms. Get in touch with the relevant accounting body or your academic advisor to make sure your work experience is signed off before you leave.

Please ensure you collect [P45 form](#) from HR at the end of your employment.

A P45 is a form that an employer gives to their employee when they leave a job. It's a way of passing tax and payroll information from the old employer to the new employer and the employee for their own tax records.

### Final year course choices for 2026/2027

Once the option meetings have taken place the following year, UG Programmes Support Team will send you a copy of the slides along with the final year programme structure. Course unit selection will open up in the summer and will close at the end of teaching week 2 in semester 1 (for full year and semester 1 course units). Although lectures are not capped, seminars can become full early on so you are advised to enrol quickly if you need a specific time slot.

## **APPENDIX 1: SUBMISSION GUIDANCE**

### **First Reflective Report**

750 words maximum; +/- 10% word limit allowance

Comments from the line manager are required for this report (*not counted towards overall word limit*)

- Please provide a brief overview of your employer and their principal business activities, plus your expectations for the coming year;
- Please provide an overview of what you have done since the start of your placement;
- Please provide a summary of any training you have been given, both internal training and professional exam training;
- Have there been any issues / problems you have encountered? If so, how have you and your employer dealt with them?

#### **Employer's comments:**

- How well has the student settled into their role and the workplace environment?
- Have there been any issues with the student? If so, please provide details.
- What is your overall first impression of the student's performance and attitude?
- What are your plans for the student's development and tasks for the remainder of the placement?

Name:

Role:

Date:

### **Mid Term Report – End of January**

Comments from the line manager are required for this report  
(*not counted towards overall word limit*)

**750 –1 000 words; +/- 10% word limit allowance**

Reflect on your placement experience so far and evaluate your professional skills, development in the work in which you were involved.

**What was the biggest challenge you have faced during your placement so far, and how did you deal with it?** Describe the challenge in detail and explain the steps you took to overcome it. Reflect on what you learned from this experience.

**How have your first two years at university prepared you for your placement?** Identify specific courses or experiences that have been particularly helpful. Discuss how the skills and knowledge gained during your studies have been applied in your placement.

**Provide a summary of the different work experiences you have been engaged in so far.** List the various tasks and projects you have worked on. Highlight any significant achievements or contributions you have made.

**Provide an overview of the knowledge and skills you have acquired or developed during your placement.** Discuss both technical and soft skills. Reflect on how these skills will benefit you in your future career.

**How has your placement experience influenced your career goals and aspirations?** Reflect on any changes in your career plans. Discuss any new interests or areas you would like to explore further.

**What have you enjoyed the most about your placement so far?** Describe specific experiences or aspects of the placement that you found particularly rewarding. Explain why these experiences were meaningful to you.

**What areas do you feel you need to improve on, and how do you plan to address these areas during the remainder of your placement?** Identify any skills or knowledge gaps. Outline a plan for personal and professional development.

**Employer's comments:**

- **Overall Performance:** How would you rate the student's overall performance during the placement so far? What are the student's key strengths and areas for improvement?
- **Work Quality:** How would you describe the quality of the student's work? Are there any specific projects or tasks where the student excelled or struggled?
- **Skills and Competencies:** What skills has the student demonstrated effectively?
- **Communication and Teamwork:** How does the student communicate with team members and supervisors?
- **Initiative and Problem-Solving:** How proactive is the student in taking on new tasks or seeking out learning opportunities?
- **Time Management and Organisation:** How well does the student manage their time and prioritise tasks?
- **Adaptability and Learning:** How well does the student adapt to new challenges or changes in the work environment? Any examples of the student's willingness and ability to learn new skills?
- **Professionalism:** How would you describe the student's level of professionalism and work ethic?
- **Feedback and Improvement:** How does the student respond to feedback and constructive criticism? Any examples of how the student has implemented feedback to improve their performance?
- **Future Potential:** Based on the student's performance so far, how do you see their potential for future roles in the company? Would you recommend the student for a full-time position after the placement?

Name:

Role:

Date:

## **End of Placement Reflection**

**1 500 words; +/- 10% word limit allowance**

**(no comments from the line manager required for this report)**

**Summary of Experience:** Based on previous submissions, please provide a summary of your experience aimed at giving future students on your programme who are considering a placement year an insight into your experiences.

### **Degree Programme Elements:**

- Which elements of your degree programme to date have been most helpful in undertaking a placement year?
- How have these elements supported your learning and development during the placement?

**Impact on Course Choices:** Has your placement year influenced your decision-making for final year's optional course choices? If so, how?

### **Expectations vs. Reality:**

- How has your placement reflected your initial expectations?
- Were there any surprises or unexpected aspects of the placement?

### **Challenges and Achievements**

- What have been the key challenges you faced during your placement?
- What achievements are you most proud of?
- What have you learned from these challenges and achievements?
- How might you use this learning in your future career?

### **Reflection Process**

- How useful was the process of reflection for you?
- What, if anything, has this taught you about yourself or your professional development?

## APPENDIX 2: MARKING CRITERIA

This piece of work is the University's vehicle for assessing your performance whilst undertaking the placement year and as such will be recorded as part of your academic transcript. If you are successful, it will also be included in your degree title. Please note that your academic transcript upon graduation will show a pass or fail in relation to your placement year. By completing the tasks listed above you will normally satisfy the requirements to pass your placement year.

In order to achieve a Distinction, Merit or a Pass mark, students will be able to:

	<b>Distinction</b>	<b>Merit</b>	<b>Pass</b>	<b>FAIL</b>
<b>Knowledge and Understanding</b>	<p>Demonstrate a wide knowledge and understanding of the theory and practice for your area of placement (e.g. Auditing, accounting, etc.)</p> <p>Demonstrate a strong and clear ability to plan and participate well in your area of work.</p> <p>Clearly show an ability to record and summarise transactions and prepare financial statements as appropriate for your area of work.</p>	<p>Demonstrate a sound knowledge and understanding of the theory and practice for your area of placement (e.g. Auditing, accounting, etc.)</p> <p>Demonstrate a clear ability to plan and participate well in your area of work.</p> <p>Show good ability to record and summarise transactions and prepare financial statements as appropriate for your area of work.</p>	<p>Demonstrate a knowledge and understanding of the theory and practice for your area of placement (e.g. Auditing, accounting, etc.)</p> <p>Demonstrate an ability to plan and participate well in your area of work.</p> <p>Show an ability to record and summarise transactions and prepare financial statements as appropriate for your area of work.</p>	<p>Show a lack of knowledge and understanding of the theory and practice for your area of placement (e.g. Auditing, accounting, etc.)</p> <p>Show an inability to plan and participate well in your area of work.</p> <p>Show an inability to record and summarise transactions and prepare financial statements as appropriate for your area of work.</p>
<b>Intellectual Skills</b>	<p>Clearly show a high ability to enquire into issues and show a strong ability to think logically</p> <p>Clearly show a high level of critical analysis</p> <p>Clearly show a strong ability to solve problems</p> <p>Show a high ability to use financial and other numeric data and apply them as appropriate for your area of work</p>	<p>Clearly show a good ability to enquire into issues</p> <p>Show a good ability to think logically</p> <p>Show a good level of critical analysis</p> <p>Show a good ability to solve problems</p> <p>Show a good level of ability to use financial and other numeric data and apply them as appropriate for your area of work</p>	<p>Show an ability to enquire into issues</p> <p>Show an ability to think logically</p> <p>Show a reasonable level of critical analysis.</p> <p>Show an ability to solve problems</p> <p>Show an ability to use financial and other numeric data and apply them as appropriate for your area of work</p>	<p>Show no ability to enquire into issues</p> <p>Show an inability to think logically</p> <p>Show a low level of critical analysis</p> <p>Show an inability to solve problems</p> <p>Show an inability to use financial and other numeric data and apply them as appropriate for your area of work</p>
<b>Practical Skills</b>	<p>Demonstrate a high level of IT skills to analyse and communicate information</p>	<p>Demonstrate a good level of IT skills to analyse and</p>	<p>Demonstrate a level of IT skills to analyse and communicate information</p>	<p>Demonstrate a low level of IT skills to analyse and communicate information</p>

	<p>Demonstrate how you worked as a member of a team in extremely efficient manner.</p> <p>Use a high level of practical skills to plan and carry out work in your area</p>	<p>communicate information</p> <p>Demonstrate how you worked as a member of a team efficiently.</p> <p>Use a good level of practical skills to plan and carry out work in your area</p>	<p>Demonstrate how you worked as a member of a team in a satisfactory manner.</p> <p>Use a level of practical skills to plan and carry out work in your area</p>	<p>Worked as a member of team in a unsatisfactory manner.</p> <p>Show little evidence of practical skills to plan and carry out work in your area</p>
<b>Transferable skills and personal qualities</b>	<p>Manage time extremely well and work very well to deadlines</p> <p>Exercise a high level of numeracy and problem solving skills</p> <p>Critically assess and take high level of responsibility for personal development</p>	<p>Manage time very well and work very well to deadlines</p> <p>Exercise a good level of numeracy and problem solving skills</p> <p>Critically assess and take good level of responsibility for personal development</p>	<p>Manage time well and work well to deadlines</p> <p>Exercise a level of numeracy and problem solving skills</p> <p>Assess and take a level of responsibility for personal development</p>	<p>Manage time poorly and fail to meet deadlines</p> <p>Exercise a low level of numeracy and problem solving skills.</p> <p>Assess and take low level of responsibility for personal development.</p>

---

## USEFUL CONTACTS

**BSc Accounting Programme Director**  
TBC

**UG Placement Officer**  
**Svetlana Gannon**  
[ambs.placements@manchester.ac.uk](mailto:ambs.placements@manchester.ac.uk)  
Room 2.091 (Student Support Hub) Alliance MBS, 2<sup>nd</sup> floor

**General queries:**  
[ambs.hub@manchester.ac.uk](mailto:ambs.hub@manchester.ac.uk)  
Room 2.091 (Student Support Hub) Alliance MBS, 2<sup>nd</sup> floor

**Your Academic Advisor:**  
Staff details can be found [here](#)

**[The Student Services Centre](#)**  
Tel: +44 (0) 161 275 5000  
[ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

**[Careers Service](#)**

*If you are an Alliance MBS student on placement abroad and you are faced with an emergency,  
please contact the University's 24 Hour emergency helpline:*

**+44 161 275 2728**