

University College
FALMOUTH
Incorporating **Dartington** College of Arts



Creative Enterprise Cornwall

Handbook 2009 – 2010



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European Union
European Social Fund
Investing in jobs and skills

Creative Enterprise Cornwall

Creative Enterprise Cornwall offers financial support of up to **£1250** to postgraduate students who live in Cornwall during their studies and wish to undertake a placement with a business in Cornwall. The project aims to promote graduate opportunities in Cornwall and is run by University College Falmouth and part-funded by the European Social Fund.

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Welcome to the Creative Enterprise Cornwall Project

The Offer:

Creative Enterprise Cornwall is a programme offering financial support to postgraduate students who live in Cornwall during their studies. The funding objective is to promote graduate opportunities within Cornwall. It is run by University College Falmouth and part-funded by the European Social Fund. The project hopes to enable students to develop business networks in Cornwall, opening up all the opportunities the county has to offer.

There are just four easy steps in order to receive your funding:

Step 1

- * Enrol as an MA student at UCF and register for the project.
- * Be a UK or EU citizen.
- * Have a term time address in Cornwall.
- * Complete your timesheets from the start of your academic year.
- * Organise your placement project and have it approved by the Placement Coordinator.
- * The work placement must meet the following criteria:
 - It must take place in Cornwall or benefit a Cornish company
 - It must meet your course objectives (Course leader must agree to the placement)
 - It must be a minimum of 1 working week (based on 35-40 hours) up to 3 working weeks
 - It must be confirmed by the company
 - It must be agreed by the Placement Co-ordinator

Step 2

Complete your placement project and return your feedback form and placement log together with a letter from the company confirming your placement project.

Step 3

Receive your funding (*excluding retention for Destination Survey*).

Funding breakdown:

Finding an eligible placement project yourself = £200.00

Each completed week = £200.00

If the host is based more than 20 miles from Penryn and you will be working on site = £200.00 (60 placements only)

Payment is made on completion of the placement and all the paperwork is received.

Timesheet = £10.00 per month (£120 for the complete academic year)

Step 4

Completion of the destination questionnaire (sent December 2010) = £130.00

Total possible funding: **£1250.00**

Continue to the next section, where we will talk you through each step in more detail.

The Creative Enterprise Process

Criteria:

- Enrol on your MA course
- Have a term time address in Cornwall
- Be a UK or EU citizen (although residency is accepted with a copy of your passport showing the Home Offices indefinite right to remain stamp)
- Complete the appropriate forms
- Complete your timesheets
- Organise your placement project

Forms to be completed:

Complete the **European Social Fund (ESF)** application. This form allows us to check against the European eligibility your acceptance onto the CEC programme.

Deadline: must be submitted before the placement project starts

Complete the **Placement Project Proposal** form. This form outlines the project objectives you wish to achieve by engaging with placement and lists the contact details of your placement project host. This enables the Placement Co-ordinator to check that you will be covered by your hosts insurance and that you will be given a Health and Safety induction if you are working on site. It also provides an opportunity to sign the Intellectual Property agreement between UCF, project host and student.

Deadline: must be submitted before the placement project starts and must be signed off by your course tutor as enhancing your course objectives

Placement Criteria:

- The project will be at a consultancy level of skill and knowledge transfer into the placement project host business.
- The business must be based or working in Cornwall.
- The business ideally will be of a small to medium size, although charities and not-for-profit enterprises will be considered.
- The proposed project must in some way be of benefit to the business. It is CEC's aim to contribute to the sustainability of enterprise on the Cornish business landscape.
- The placement must be a minimum of 1 working week (based on 35-40 hours) to a maximum of 3 working weeks (105 -120 hours).
- Students are eligible for 1 supported placement per academic year.

If your application is successful you will be notified by either Ruth or Zoe.

Timesheets

The Placement team will expect timesheets accounting for time spent on the entirety your **course** (back dated if necessary to the start of the academic year in October) to be submitted on the **7th** of the subsequent month.

- A line a week
- A timesheet a month
- 'Theory' column - seminar attendance, essay writing any research orientated work
- 'Practical' column - any non placement project course related work
- 'CEC Placement Project' – may involve theoretical and practical elements but must be accounted for in this column.
- Add up the weekly amounts for your monthly figure.

Completion of the timesheets will enable us to pay you **£30.00** on a quarterly basis (**£10.00 per timesheet**). No funding will be authorised unless all outstanding timesheets have been submitted **on time**.

IPR/Health & Safety and Insurance Agreement

This agreement has been created to clarify the user rights to any work you create on your placement and to ensure that your safety in the work place is acknowledged. The IPR agreement allows you usage of any work you create for non-commercial purposes, but allows the placement host to continue using the work for their own business needs.

The Health and Safety and Insurance section confirms that if you are working on site you will be given an H&S induction and that the business insurance covers you, this is the responsibility of your host. This must be confirmed before your placement starts.

Organising Your Placement Project

To qualify for your full approved funding you must complete the agreed placement project.

It is primarily your responsibility to organise your placement project, but the Placement Co-ordinator is available to advise and support this activity.

All placement projects must be approved by the Placement Co-ordinator and signed off by your MA course tutor **before** the placement starts.

The placement project must meet the following criteria:

- It must be a minimum of 35-40 hours
- It must take place in Cornwall **or** benefit a Cornish company
- You must complete your placement project by the end of September 2010
- It must utilise the skills you have acquired during your course

Your course leader must:

- Agree that the placement project meets with the course objectives
- Complete their section of the Placement Project Proposal form

The placement host must:

- Confirm that if you are working on site you will be covered by their insurance and be given a Health and safety induction.
- At the completion of your placement project write a letter of confirmation on headed paper.

All forms and examples of the letter of confirmation and timesheets are available on:

Website: <http://www.falmouth.ac.uk/574/business-services-26/postgraduate-placements-199.html>

Intranet: <http://intranet.falmouth.ac.uk/html/business/00002588.htm>

Placement team: zoe.mogridge@falmouth.ac.uk; ruth.carter@falmouth.ac.uk

Placement Log

This document records your times and activities **during** your placement project. It is designed to keep a record of your activities and outcomes during your placement project. This will assist you when the time comes to recall all your experiences when making applications to jobs or further funding.

Completion of Placement Project

Once you have finished your placement project please complete the **Feedback** form. This form reflects on your experience and what you have achieved. As a reflective document it refers to the key tasks outlined on your proposal form. If the parameters of the placement have changed there is space on the form to outline those changes.

Confirmation Letter

Once you have completed this form please return it to the CEC Placements Team, we will then contact your placement host requesting a letter of confirmation. Your host will confirm:

- How many hours you have worked with them
- The benefit they have received from your time

Your Placement Project in more detail

It is essential that postgraduate students engage with placement activity as well as progress their academic careers. Employers now look for good academic achievements and, crucially, for excellent experience on your CV and in your portfolio. Placements also enable students who wish to go onto become self employed build their network of contacts and grow in confidence. A portfolio with high profile or valuable projects becomes extremely important when considering your options after your course finishes. The following case study demonstrates the importance of engaging with the CEC placement programme:

Student Report: MA Creative Advertising

The student has completed a placement with the Here and Now shop and gallery in Falmouth. The project involved creating a series of promotional badges, literature and conceptualising a digital mailing list; plus a limited edition of customised Nike sneakers. The student had to work within the budget allocated by the gallery, a new experience for him.

Outcome

The experience for the student proved to be “fantastic”; it allowed him to “... gain firsthand experience working as a freelance creative.” He reports that he has grown in confidence, allowing him to appreciate his own creative processes, but also enabling him to communicate these with a new found belief in himself.

The student will remain in contact with the business as a freelance ‘creative consultant’ during and beyond his academic studies at University College Falmouth.

The Business:

Outcome

“The company has benefited from this project because we have a new set of promotional material that is intended to increase the awareness of the gallery and to gain more footfall.”

The following steps outline how the programme operates at UCF and your role in organising your placement:

Students:

- Locate and negotiate your placement project (the Placement Co-ordinator can help with this)
- Minimum supported hours 35-40 hours (equivalent to 1 working week)
- Maximum supported hours 105-120 hours (equivalent to 3 working weeks)
- The placement project must take place in Cornwall or benefit a Cornish Company
- You must complete your placement project before the end of September 2010
- It must utilise the skills you have acquired during your course
- You must complete all the paperwork associated with the CEC project

Placement Co-ordinator:

- Is there to support and guide you through your placement project process
- Is one of the main points of contact for businesses looking to engage with University College Falmouth’s placement programme
- To liaise with your placement host concerning Health and Safety, Insurance, IPR and Equality and Diversity agreements
- To approve the CEC funding applications

Placement Team:

- Are here to enable you to complete the CEC placement project
- Guide you through completing the CEC forms
- To provide administrative support
- To provide support and guidance

It is imperative to think about how a proposed placement project will provide you with the very best opportunities to make contacts in the wider business communities or develop your skills and widen your experience.

Note

The European Social Fund Application and the Placement Project forms need to be submitted to the placement team **before** your placement starts.

It is also your responsibility to notify the Placement Team by returning the Feedback form that your placement project has finished.

All funding is released retrospectively.

Creative Enterprise Cornwall Checklist

Please use this checklist as an aid to completing your CEC funding

Have you ...

	Yes
Completed the European Social Fund (ESF) form	
Completed the Project Proposal form (<i>see example at end of handbook</i>)	
Received confirmation of eligibility on the project	
Completed your Bank Details form	
Signed the IPR/Company Health & safety/Insurance Agreement	
Submitted Monthly Timesheets (<i>see example at end of handbook</i>)	
Completed the Placement Log (<i>see example at end of handbook</i>)	
Completed the Placement Project Feedback form (<i>see example at end of handbook</i>)	
Submitted you remittance letter	
Initial payment made	

After you finish your course ...

	Yes
Completed the Destination Questionnaire	
Final Payment made	

If you have not successfully completed all the stages on the check list the funding could be delayed. If you have any queries concerning how the Creative Enterprise Funding works please contact Zoe or Ruth who will be more than happy to answer your questions.

Contact Information

How will we contact you?

We will initially send all information to your official UCF email address and then your preferred email address.

All forms and information, including a copy of this hand book, are available on:

Website: <http://www.falmouth.ac.uk/574/business-services-26/postgraduate-placements-199.html>

Intranet: <http://intranet.falmouth.ac.uk/html/business/00002588.htm>

Placement Team

Placement Co-ordinator: Zoe Mogridge

Email: zoe.mogridge@falmouth.ac.uk

Telephone: 01326 254200

Placement Administrator: Ruth Carter

Email: ruth.carter@falmouth.ac.uk

Telephone: 01326 255984

Address:

Tutorial T

Tremough Campus

University College Falmouth

Penryn

Cornwall

TR10 9EZ

Other Useful Contacts

For sources of information regarding career advice please contact the Careers Advisory Service on:

Head of Careers: Jon Christie

jon.christie@falmouth.ac.uk

Careers Advisor: Elaine Munro

elaine.munro@falmouth.ac.uk

Careers Advisor: Emma Symes

Emma.symes@falmouth.ac.uk

Information Co-ordinator

Roo.pescod@falmouth.ac.uk

Look for jobs and placements on:

www.gradsouthwest.com

www.prospects.ac.uk

<http://graduatetalentpool.direct.gov.uk>

Timesheet Deadlines

Timesheet deadlines

Timesheet month

1st Quarter

October 2009

November 2009

December 2009

Payment

2nd Quarter

January 2010

February 2010

March 2010

Payment

3rd Quarter

April 2010

May 2010

June 2010

Payment

4th Quarter

July 2010

August 2010

September 2010

Payment

Submitted by

6th November 2009

8th December 2009

5th January 2010

£30.00

8th February 2010

8th March 2010

7th April 2010

£30.00

7th May 2010

7th June 2010

7th July

£30.00

6th August 2010

6th September 2010

7th October 2010

£30.00

Total Payment

£120.00

Confirmation of placement project

You will be sent an email confirming if your placement project has been authorised

Placement Completion

We will email you to confirm that you will be receiving your funding within 3 weeks within submitting your completed placement project paperwork.

Placement payment process

Please allow 3-4 weeks for your payment to be sent to your bank account via Bacs transfer from the time Finance is notified.

EXAMPLE

**Creative Enterprise Cornwall
 Placement Project Proposal Form**

Please complete this form before the proposed start date of your placement project. This will allow us to assess the funding eligibility of your project.

Student Information

Student name	Joe Bloggs
Contact telephone number	01234 567890
Preferred email	Joe.bloggs@email.com
Student code (7 digit code on student card)	0900000
MA Course	Fine Art: Contemporary Practice
Course tutor	Daro Montag

Proposed Placement / Project Details

Company name	Cornish Company Ltd		
Company address	Cornwall Road Cornwall TR1 8BC	For office use only: Travel Bursary? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved by:	
Will you be working on company premises?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Company telephone	09876 543210		
Company website address	www.cornishcompanylimited.co.uk		
Name of mentor at company	James Smith		
Mentor email address	jamessmith@cornishcompanylimited.co.uk		
Estimated number of hours that will be worked	105	Date From: 10/10/09	Date To: 10/12/09

<p>For office use only</p> <p>Date Approved.....</p> <p>Approved by.....</p>

Creative Enterprise Cornwall Project Placement Details

For completion by the student

Using the box below please outline the core objectives of your proposed project placement.
Please continue on a separate sheet if required.

Proposed role e.g. Gallery Assistant, Advertising Consultant

Branding Consultant

Project Brief

Here, we need a concise statement to outline the project brief.

Key Tasks

- Bullet point
- The key
- Tasks
- Here
- To expand
- On the
- Project
- Brief

Proposed benefit to company

Here, we need a paragraph stating what you think the benefits to the company will be (50 words please).

For completion by your course leader

Please outline the course objectives that will be met by the proposed placement project. Please continue on a separate sheet if required.

This space is for your course leader to demonstrate how your placement project will tie-in to your course in terms of how course objectives will be met and how the placement will be useful to you regarding your personal development.

Please return this form to Zoe Mogridge, Placement Co-ordinator in Tutorial T (Old Tremough House). If you have any queries please call 01326 254200.

Were the key tasks achieved? If so, how?

Refer back to the Key Tasks section of your Placement Proposal Form and describe how each one was met

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What did you enjoy about your placement project?

Please give us an idea of how you thought the placement or project went. Was it what you were expecting?

What was your favourite part of the placement project?.....

Pros & Cons?.....

Had you done anything like this before? How did it compare?.....

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What do you think you achieved or learnt during your work placement or project?

Please tell us any new skills you think you have acquired, any new technology you used, any achievements you made and what you think you have learnt from the experience.

As well as new skills, think about the placement as a whole and what experience it has now given you including developing personal skills as well as technical ability.....

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Do you believe the company benefitted from your skills? If so how?

Look back at the Placement Project Form at what the *proposed* benefits to the company were hoped to be. Have they been met? Have there been any unexpected benefits?.....

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IF POSSIBLE, PLEASE ATTACH EXAMPLES OF THE WORK PRODUCED DURING YOUR PLACEMENT.

Please return this form to Zoe Mogridge, Placement Co-ordinator in Tutorial T (Old Tremough House), Tremough Campus. If you have any queries please call on 01326 254200.

<p>For office use only</p> <p>Date Approved.....</p> <p>Approved by.....</p> <p>Confirmation Letter requested? <input type="checkbox"/> Date.....</p>
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EXAMPLE

Creative Enterprise Cornwall Monthly Timesheet

Please fill in this timesheet at the end of each week.

Student name	John Smith
MA Course	MA Professional writing
Contact telephone number	01222 222222

Please fill in the dates for each week for this month and add in the total number of hours each week you spend on theory, practical and work experience.

Date (week commencing)	MA Course		CEC Placement Project
	Theory	Practical	
06/11/06	26	9	0
13/11/06	31	4	0
20/11/06	34	1	0
27/11/06	15	5	15
Total Hours	106	19	15



This figure should tally with your placement log total

Please remember these are the hours you have spent on theory, practical and work experience: if you are away sick you need to deduct those hours.

I confirm the above details are correct

Student signature: *J. Smith*

For office use only

Staff signature:

Please return your timesheets to the Placement Administrator by the 7th of the following month.

Ruth Carter, Tutorial T (Old Tremough House), Tremough Campus.

Ruth.carter@falmouth.ac.uk; 01326 255984

Blank timesheets can be found at the following link;

<http://www.falmouth.ac.uk/574/business-services-26/postgraduate-placements-199.html>

EXAMPLE

**Creative Enterprise Cornwall
 Placement Project Log**

Student name	John Smith
Company name	Cornish Company Ltd
Student contact telephone	01222 222222

(Please add more rows as required)

Date	Hours	Activity
08/10/09	3 4	Discussed project brief with Joe Bloggs. Research
09/10/09	2 4 2	Developed colour scheme for branding with company Worked on initial designs for company letterhead and business cards Talked through initial designs with Joe Bloggs and made changes
15/10/09	5 1 1	etc
Total Duration	22	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> This figure should tally with your ESF timesheet CEC placement hours </div>

I confirm the above details are accurate to the best of my knowledge
 Student Signature.....

Please return this form the Placement Administrator, Ruth Carter, once your placement is complete (Tutorial T, Old Tremough House).

Ruth.carter@falmouth.ac.uk; 01326 255984