

Guidance on writing NPIF placement report

As part of the terms and conditions with the National Productivity Investment Fund Industrial placement scheme – we would like you to produce a brief report at the end of your placement.

Please write this report with the view that you will include it into your next Annual Progress Monitoring discussion with your Supervisors and Independent reviewer.

Structure

Please provide a brief overview 1-2 A4 pages in the following structure:

- **Introduction:**
 - A paragraph with the contextual information, introducing yours and a company host Placement plan/proposal and a description of the company -host, i.e. a nature of their business, how big/small and other related information
- **Placement key tasks and skills requirements:**
 - Describe what were your actual tasks, when the placement commenced and your main roles and responsibilities while on placement; what skills (technical and personal) did you have to apply to succeed with your placement.
 - As most of your placement were outside your PhD/research interest – you many have had the opportunity to learn/develop new skills. Please tell us how you found the placement, and what new skills did you learn; what difference has this placement made to your PhD experience overall?

Questions to consider:

- Please consider how this placement has helped you frame your career development and if it has prepared you for career options going forward.
- How has this placement opportunity enhanced your PhD experience?
- Have any further opportunities emerged out of this experience?
- What advice would you give other students who might be looking into or considering placement opportunities?

Host organisation comments and sign off

Please ask your placement supervisor in the company to provide their comments and to sign off this report. If your host organisation would like to provide some feedback or comment about the placement including your contribution – please include this here.

Photographs/videos

Where possible, please provide photographs or videos of your placement experience. However, please ensure your host organisation permits this and has no objections.

Questions & Submissions

If you have any questions/ or when you are ready to submit your report – please direct them to me, A.Sankaran@bristol.ac.uk