

**Self-Employed
Placement (SEP)
Application Process
for Students at the
University of
Portsmouth
2027/2028**

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The Self-Employed Placement

A self-employed placement allows you the opportunity to develop your enterprise/entrepreneurial skills whilst starting up and running a business, social enterprise or simply acting as a freelancer during your placement year. All of this in a supportive environment which includes business support, workshops, mentors and supervisors.

This guidance is intended for students looking to undertake a self-employed placement between their 2nd and 3rd year of study.

Self-Employed Placement (SEP) Application Process

- 1) Complete and submit the [SEP Expression of Interest form](#). If this [link](#) doesn't work, it can be found on [MyCareer](#) vacancies by searching 'Self-Employed Placement Year'.

The deadline for completing this is Sunday 2nd May 2027, 23:59 GMT



- 2) You must book **an appointment** with the Student StartUp team at Careers & Employability Service (Wed 14:00 - 16:00 or Fri 09:30 - 11:30) to discuss your business idea and receive guidance on the following application process. Please email studentstartup@port.ac.uk to book this or complete the appointment enquiry form on [MyCareer](#).



- 3) Upon completion of the above you will be invited to deliver a **10 minute presentation** (presentation details below).

The deadline for completing all of the above is Friday 21st May 2027, 23:59 GMT .

Presentation

You will present your proposal to a panel as per the following guidance:

Duration - 10 minutes

Delivery - in person using powerpoint or an alternative presentation tool.

Content -

- Details of the company you want to set up (what is it, how will it work, target market and competitors)
- Individual roles within the company (if working in a team)
- Where will you be based?
- Plan for the year - detailing some milestones and targets for the year
- Research you have done so far
- How do you plan to make money?
- Basic finances both for the business and for yourself for the year (Cash flow forecast)
- Why do you want to do a self-employed placement and what do you hope to learn?
- How does the idea relate to your course and potential future career? (skills etc)

This will be followed by a question and answer session.

If you have any questions please do not hesitate in contacting us:

T: 023 9284 3543

E: studentstartup@port.ac.uk

W: www.port.ac.uk/studentstartup

Join our [UoP Entrepreneurial Collective](#) on LinkedIn to keep up to date with opportunities and connect with other startups.

Appendix 1 - Personal Survival Budget

It is essential that you consider the financial implications of taking a Self-Employed Placement year. In order to help you understand whether this is a realistic option for you we advise you to complete a personal budget planner. This is an example template of a personal survival budget. An editable version can be downloaded from [here](#), please ensure you make a copy before completing.

	Monthly Net		Annual Net
Personal Income	Income (£)		Income (£)
Income from Family / Partner [Please describe]	0		0
Part time job [Please describe]	0		0
Benefits [Please describe]	0		0
Use of personal savings	0		0
Other Income [Please describe]	0		0
Total Income	0		0
Personal Expenses			
Rent / Mortgage	0		0
Personal loan(s) Repayments [please describe]	0		0
Council tax	0		0
Electricity / gas	0		0
Water	0		0
Mobile phone	0		0
Broadband	0		0
TV Licence	0		0

Personal and Property Insurance	0		0
Transport e.g. Oyster Card	0		0
Entertainment and Holidays	0		0
Subscriptions	0		0
Food	0		0
Clothing	0		0
School / Childcare	0		0
Car tax & insurance	0		0
Car running expenses (inc fuel)	0		0
Contingency	0		0
Money put into savings	0		0
Children Expenditure	0		0
Miscellaneous Expenses	0		0
Other expenses [please specify]	0		0
Total Expenditure	0		0
Total Surplus or Deficit	0		0