**Frontrunners 2022 / 23 - Terms and Conditions**

**1) Objectives of scheme**

* To provide valuable work experience opportunities, within the University of Essex, to students with little or no previous employment. This with the intention that participation improves prospects for gaining graduate employment opportunities.
* To ensure a programme of training and development is delivered by Frontrunners and placement hosts.

**2) Key Timings**

* Recruitment, selection interviews: 26 September to 18 November 2022
* Right to work checks and onboarding: 18 November 2022 to 15 January 2023
* Internships planned to run 16 January – 22 April 2023

**3) Location**

* Internships are to be undertaken on an in-person basis to ensure Frontrunners are directed, supported, and have the best chance of completion.

**4) Supervisor’s Commitments**

To ensure a positive experience for participants and efficient delivery of the programme, we ask that supervisors:

**Recruitment and Selection**

* Develop a clearly defined, well-rounded opportunity for a student with little or no previous work experience**.**
* Attend all relevant supervisor briefings provided by Frontrunners
* Be available to shortlist, interview and appoint students in the period 1st to 18th November 2022

**Internship Preparation**

* Plan work activities to ensure a breadth of interesting, valuable experiences.
* Organise a suitable environment for participants that ensures a positive experience of work and being within a team.
* Provide required IT equipment to enable the participant to effectively engage in tasks required, as well as wider team activities.
* Commit the time needed to support a student throughout their internship.

**Delivery**

* Make every effort to ensure that the Frontrunner has the opportunity to work all hours offered by the internship (100 / 150 hours)
* Provide induction, training and ongoing support and development throughout the internship.
* Ensure that the Frontrunner completes the training required by the scheme and the university
  + - * Conduct regular meetings to provide direction, review progress, provide constructive feedback and support to develop (at least fortnightly).
      * Ensure that the Frontrunner abides by the university’s employment policies and procedures.
      * Maintain regular contact with the Frontrunners team throughout the internship addressing any concerns as early as possible.
      * Offer participants a thorough end of internship review.

**Managing Pay**

* + - * Monitor and record hours worked by the Frontrunner, ensuring all hours are worked period and the allocation of hours is not exceeded
      * Ensure that any administration in relation to pay (e.g. verifying timesheets) is completed accurately and on time.

**5) Internship Length and Weekly Hours**

* Internships are offered in two formats:
* 100 hours – to be undertaken in the spring term 2023
* 150 hours – to be undertaken in spring term and Easter vacation 2023
* Students must not work any unpaid hours.
* Students must not work more than 10 hours per week in term time.
* Students must not work more than 20 hours per week during vacation periods.
* Internships must not exceed the total number of hours allocated and must finish by the date set by Frontrunners.
* Students are not permitted to work when the University is not in operation

(e.g., Good Friday/Easter Monday closure).