**Frontrunners Spring 2023 – Student Terms and Conditions**

**Frontrunners aims to:**

Provide you with a meaningful, supported employment opportunity that recognises that this may be your first job.

Offer you a programme of training and support to develop your workplace skills and knowledge.

**Can I apply?**

Frontrunners is only open to you if you have little or no recent work experience. This is defined as less than six months’ (120 days’) work or volunteering experience gained in the last three years.

* If you have previously taken part in Frontrunners/ Frontrunners Plus you may not apply to this round.
* The scheme is open to all registered students at the university of Essex who have a right to work in the UK.
* If you have been offered a place to study at the University, you will not be eligible to apply for a placement until you are registered as a student at Essex.
* If you are intermitting, you are not eligible to apply.
* You must be registered at the university for the duration of any internship that you apply for and committed to complete the hours offered by it.
* If your registration at the university ends during the placement, your internship will also come to an end.
* Students may apply for up to five roles. Any additional applications will be automatically rejected at the sifting stage.
* You may only undertake one Frontrunners internship at a time.

**Expectations of students:**

* You are expected to read all relevant guidance on the website and supporting documents before making an application.
* You are expected to only apply for Frontrunner level opportunities if you meet the eligibility criteria. If it is found that you have misled in your application or interview, your engagement with the scheme will be ended.
* Whilst undertaking your internship, you are required to, with your supervisor, organise your work around your study and wider commitments.
* Your internship will be considered completed when you have completed the hours and training required by the role (barring any confirmed illness). For your internship to be recorded on your HEAR and count towards the Big Essex Award, you must also register the activity on Chart My Path and complete the reflection activities associated with the role.

**Application & selection process:**

* Applications are made on Career Hub. Applications require you to complete statement outlining why you wish to be a Frontrunner, and a statement outlining your interest in the opportunity you are applying for.
* Applications will be accepted up until 23.59hrs on the deadline date for submission.
* Applications will be reviewed and shortlisted by the internship supervisor.
* Interviews for selected candidates will be held with the internship supervisor.
* Interviews will explore your motivation, interest and understanding of the opportunity, rather than previous work experience.
* If your application is unsuccessful, we will endeavour to provide feedback and suggest other opportunities you may wish to consider.
* You must provide proof of your right to work in the U.K. before commencing internship.

**Placement length and working hours:**

* You will not be asked to work more than 10 hours per week in term time.
* You will not be asked to work more than 20 hours per week in vacation periods.
* Your internship will not exceed the total number of hours allocated and will finish by the date set.
* If successful, you will be asked to work on an in-person basis on one of our campuses.
* You will not be required to work when the University is not in operation (e.g., Good Friday/Easter Monday closure).
* You will not be asked to work any unpaid hours as part of your internship.

On placement training:

* You will be asked to undertake the following training as part of your internship:
	+ We Are Essex Moodle induction course
	+ Professional Work Skills workshops (Part 1 and Part 2)
* Where needed, training to support you in your activities will be available to you to develop your professional skills and experience.

Terms and conditions of engagement:

* As you will be working for the university of Essex you will be bound by the organisation’s terms and conditions of employment. These include provision for data protection and confidentiality.
* Particular internships may require you to sign non-disclosure agreements where sensitive information is accessed as part of your work.