Frontrunner Plus November 2019 - Terms and Conditions

Aims of scheme:

* Provide progression opportunities for students who have completed a Frontrunner level placement or have more than six months previous work experience gained over the last 3 years.
* Provide a work experience opportunity for students who are looking to further develop their current skill set or develop knowledge in new areas of work.
* Ensure a programme of training and development is delivered; both centrally by Frontrunners and as part of individual opportunities.

Frontrunner Plus level eligibility

* There are two levels of placement: Frontrunners and Frontrunners Plus.
* Frontrunner Plus level opportunities are open to students that have either completed a Frontrunner level placement or have more than a combined total of 6 months paid/ unpaid (voluntary) work experience gained over the last three years.
* You can only apply for one level of placement. This needs to be based on your level of experience.
* Students cannot undertake the same Frontrunner Plus placement more than once.
* Students cannot undertake more than one Frontrunner Plus placement at the same time.
* The Frontrunner Plus scheme is open to all registered students at Colchester, Loughton and Southend. The scheme is not open to students who are registered for study at a partner organisation.
* All international, EU and UK students can apply, as long as they are eligible to work in the UK.
* Students who have been offered a place to study at the University are not eligible to apply for a placement until they are a registered student at the University.
* Intermitting students are not eligible to apply.
* Final-year students and students on one-year master’s courses are not eligible to apply for autumn placements of the following academic year, which are advertised in the summer term.
* Students must be registered for the duration of any placement they apply for and committed to take part for the length of the placement. If a student’s registration ceases during the placement, the placement will be terminated.

Expectations for students:

* Students are required to read all relevant guidance on the website and supporting documents before making an application.
* Students who have limited or no previous work experience should instead consider Frontrunner level roles to help build the initial steps into work.
* Students who have more experience may also wish to consider UROP for research related roles for undergraduates, Essex Interns, or browse the wide variety of other opportunities available via CareerHub.
* Students on placement are expected to complete required training, learning logs and end of placement reflections. Students who have not completed these elements will not have met the requirements of the Frontrunners Big Essex Award unit.
* Students on placement are required to organise and negotiate their working routines with their supervisor around their study commitments.

Student applications and selection process:

* Students will be asked to complete an application form and a tailored CV as part of the Frontrunner Plus application process.
* Interviews will be held with the placement supervisor.
* You can apply for multiple opportunities but they must all be at the same level (i.e. Frontrunner Plus).
* Applications must be made on the online form on CareerHub.
* Once the deadline has passed, the Frontrunners Team will submit applications to the relevant supervisor for shortlisting and selection.
* The students applications will be reviewed on; amount of previous work experience, suitability to the placement specifics and motivations/scope for development.
* If your application is unsuccessful, at any stage in the process, we will endeavour to provide feedback and suggest other opportunities you may wish to consider outside of the scheme
* Students that have been shortlisted at the application stage will be contacted by the placement supervisor to attend an interview
* Interviews for Frontrunner Plus level opportunities will be based on your previous work experience, suitability to the placement specifics and motivations/scope for development.
* Students must provide proof of their right to work (e.g. passport, residence permit). Candidates that have not completed right to work checks are NOT permitted start their placement.

Placement length and working hours:

* Students must not work more than 10 hours per week in term time and the Christmas and Easter holidays.
* Students must not work more than 20 hours per week in the summer vacation.
* Placements must not exceed the total number of hours allocated to the placement and must finish by the dates set by the frontrunners team.
* Placements can be organised in either remote locations (home working), via duel delivery (located at a physical desk space on campus and through home working) or completely at a physical desk space on campus.
* Students are not permitted to work when the University is not in operation (e.g. Good Friday/Easter Monday, Christmas closure).
* Students must not work any unpaid hours in the placement.

On placement training:

* Students undertaking Frontrunner Plus placements need to undertake the following university training:
	+ Completion of the health and safety induction checklist
	+ Professional Work Skills workshops (Part 1 and Part 2)
	+ Fire Safety online Moodle course
	+ Professional training workshops in communications (and where appropriate social media)
* Ongoing training will also take place within the placement to develop professional skills and experience and support the work being undertaken.

Student data and confidentiality:

* Students will need to complete a confidentiality agreement.
* It is not appropriate for students to access their own data or data of other students for example access to live data in University systems.