Frontrunners Spring 2022 – Student Terms and Conditions

Frontrunners aims to:

* Provide a meaningful, supported placement to students with little or no previous work experience.
* Ensure a programme of relevant training and development is provided to participants by Frontrunners and as part of each placement.

Who is eligible to apply?

* There are two levels of placement: Frontrunners and Frontrunners Plus.
* Frontrunners level opportunities are open to students who have no previous work experience, or less than a combined total of 6 months paid/unpaid (voluntary) work experience gained over the last three years.
* Students who apply for a Frontrunners level placement cannot apply for Frontrunners Plus roles in the same recruitment round.
* Students who have have previously taken part in Frontrunners may only apply for Frontrunner Plus placements in future.
* The Frontrunners 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 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 your registration ceases during the placement, the placement will be terminated.
* Students may apply to as many roles as they wish, however, only one Frontrunners placement can be undertaken at a time.

Expectations of students:

* Students are expected to read all relevant guidance on the website and supporting documents before making an application.
* Students are expected to only apply for Frontrunner level opportunities if they meet the eligibility requirements. If you are found to exceed the experience threshold, any applications or placement offers will be withdrawn.
* Students on placement are required to organise and negotiate their working routines with their supervisor around their study commitments.
* A placement will be considered completed when the student fulfils the hours and training required by the role (barring any confirmed illness). In order to for a placement to be recorded on a student’s HEAR and count towards the Big Essex Award, students must also register the activity on Chart My Path and complete the reflection activities associated with the role.

Application & selection process:

* Applications for placements 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 placement for which you are applying.
* Applications will be accepted up until 23.59hrs on the deadline date for submission.
* Applications will be reviewed and shortlisted by the placement supervisor.
* Interviews for selected candidates will be held with the placement supervisor.
* Interviews will explore 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 if selected for a placement. 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.
* Students must not work more than 20 hours per week in vacation periods.
* Placements must not exceed the total number of hours allocated and must finish by the dates set.
* Depending on requirements, placements can be undertaken remotely (home working), via duel delivery (located at a desk space on campus and through home working) or fully in person (at a 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 Frontrunners placements are required undertake the following core 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)
* Placement specific training will also be made available during the period to develop professional skills and experience.

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.