

Year in Employment Guidelines

Title: Year in Employment Unpaid Placement Guidelines

Date: 21 November 2016

The University prefers all students to undertake paid placements and recommends all placement providers pay the National Minimum Wage. However, in special circumstances, students may complete unpaid placements or those that offer packages under the National Minimum Wage.

The University recognises that there are many legitimate 'unpaid' placements offered to students that are valuable in developing their employability. These opportunities are usually within, but not exclusive to, the sectors of heritage, politics, media, fashion and Third Sectors and can support student access to highly competitive jobs.

Placements with packages under the NMW

Some placements offer incentives such as lunch and travel expenses, free accommodation and student stipends. These incentives may be financially under the NMW but can provide access to opportunity for all students. As such, opportunities that provide sufficient reimbursement to students will be advertised on MyCareer.

Criteria that allows a placement to be unpaid

Unpaid placements will not be promoted on MyCareer but may be promoted to students through the discretion of a relevant academic colleague. Such placements need to fulfil the following criteria:

- 1) The learning objectives offered by the placement fulfil the expectations of the Year in Employment
- 2) The specific placement is not available in a paid capacity
- 3) Similar placements in the same industry are also unpaid
- 4) The student remains enrolled to the University and undertakes this placement as part of the Year in Employment
- 5) The placement does not exceed 1 year

The University can prevent a student undertaking an unpaid placement if:

- 1) The learning objectives offered by the placement do not fulfil the expectations of the Year in Employment
- 2) The placement environment poses significant risk to the student's health, safety and wellbeing

If you're considering completing an unpaid placement

Please contact the Year in Employment team if you are considering an unpaid placement or have been offered an unpaid placement. We will discuss with you the suitability of the placement and your options moving forwards.

Telephone: 023 8059 3501 **Email:** Placements@soton.ac.uk

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Unpaid Placements and the Student Support Fund

If you are undertaking an **unpaid** placement, **you may, in exceptional cases** be entitled to access funding from the University of Southampton Student Support Fund. The funding is limited and each student will be assessed on an individual basis.

Full details can be found on the Financial Support webpages. Please see the webpages for further details or make an appointment to speak to the team by telephone or face to face by calling 02380 599599

<http://www.southampton.ac.uk/studentservices/money-matters/student-support-fund/index.page>

University of Southampton Bursaries

If you are in receipt of a bursary from the University, unfortunately you will not be entitled to this during your placement year.

Disclaimer

The information on these pages is solely for the purposes of clarifying the University of Southampton's policies concerning allowing unpaid placements. These guidelines do not represent any authoritative statement of the law and acceptance or rejection of any placement under these guidelines should not be perceived as a statement regarding the legitimacy of any organisation or opportunity.