

# Year in Employment Guidelines

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**Title:** Year in Employment Unpaid Placement Guidelines

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**Date:** October 2020

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The University prefers all students to undertake paid placements and recommends all placement providers pay an appropriate salary. However, in special circumstances, students may complete unpaid placements.

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 3rd Sectors and support student access to highly competitive jobs.

## **Criteria that allows a placement to be unpaid:**

- 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

## **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.

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