

# Creative Careers Policy - Work Placements

Creative Careers only publicises work placements which comply with regulations outlined in the National Minimum Wage Act 1999.

We will publicise placements if they are either paid placements offering at least the National Minimum Wage or unpaid placements which constitute a genuine training or learning opportunity with no stated or implied contract of employment.

## Unpaid Placements

Unpaid placements must not specify hours of work

Unpaid placements must not outline duties that a student is expected perform. Students who apply for unpaid work placements do so as volunteers, this means they are under no obligation whatsoever to undertake specific duties during their time with the company. There should, however, be a clear indication of what the student can expect to gain from the placement.

Unpaid placements must be for no longer than 4 weeks duration

Unpaid placements must offer dedicated training and supervision and we should ensure we have a named contact as the dedicated supervisor (this could be stored for our own records only if required)

Unpaid placements must cover any travel expenses incurred. If an employer is unable to pay full expenses (and we should always encourage this) then we should ask for the value of their contribution rather than the travel zones they are willing to cover.

## Paid Placements

If an employer wishes to specify working hours, or expects the student to undertake specific duties, or to commit to a placement to more than 4 weeks, they must offer payment of at the least the National Minimum Wage.

---

*It is important that we challenge any employer who we feel fails to meet the criteria outlined above.*

*If an employer needs guidance on any of these issues they should visit the Business Link for Employer Website [www.businesslink.gov.uk](http://www.businesslink.gov.uk) or contact the Direct Gov Pay and Work Rights helpline on 0800 917 2368.*

---

**Please Note: Work placements organised, by tutors, industrial liaison units etc, as formal placements as part of a course are exempt from the National Minimum Wage legislation.**

Policy last checked and updated 17/11/2009