

THE AGCAS WORK EXPERIENCE STANDARD

Whilst we appreciate that every employer and work experience opportunity is unique, there are a number of criteria that must be met for all work experience opportunities *that are in-scope* (see part C) to be considered as fair and valuable opportunities for students and graduates and be advertised to students and graduates. This should be developed in the context of any given nation's minimum legal requirements.

We hope it enables universities to have productive conversations with employers to ensure that the in-scope work experience opportunities advertised to students and graduates are up to sector standards. Consequently, it will make it clearer for employers to understand what is expected of them when advertising in-scope work experience opportunities with any higher education institution (HEI) across the UK.

The table below should be used as a checklist of requirements that employers must confirm they meet in order to advertise in-scope opportunities.

Value	Minimum standard
1. Remuneration and benefits	<ul style="list-style-type: none"> <input type="checkbox"/> All opportunities of at least 10 days (70 hours) duration must be paid at or above national minimum wage <input type="checkbox"/> The remuneration is stated at the outset, either as a set figure, an appropriate range or expressed by reference to the national minimum wage or national living wage <input type="checkbox"/> In cases where salary is partially based on commission or bonuses, the basic rate must be stated (see point above) and set at national minimum wage or above <input type="checkbox"/> Any exit fees associated with the opportunity are explicitly stated at the outset <input type="checkbox"/> Essential work equipment and work-related expenses must be paid for or reimbursed by the employer <input type="checkbox"/> Full compliance with legal entitlement to annual leave
2. Role and responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> The role is at an appropriate skill/experience level for a student/graduate to undertake <input type="checkbox"/> A job description and person specification is provided which gives sufficient information to potential applicants to allow them to make an informed decision whether to apply <input type="checkbox"/> Any specific requirements for the role are stated on the job advert and with equivalent requirements, e.g. equivalent international qualifications or older qualifications, or equivalent experience e.g. with adapted technology or open-source technology
3. Development and learning	<ul style="list-style-type: none"> <input type="checkbox"/> The role/experience provides clear opportunities for personal and/or skill development, specifically at a student/graduate level <input type="checkbox"/> Clear expectations of the role and deliverables will be agreed in writing, including identifying necessary skills/development needs and how these will be supported, at the outset
4. Management, mentoring and feedback	<ul style="list-style-type: none"> <input type="checkbox"/> The student/graduate will have a named line manager or supervisor <input type="checkbox"/> The student/graduate will be provided with a structured induction that covers health and safety and role and responsibilities <input type="checkbox"/> Dependent on length of the opportunity, the student/graduate will be included in the organisations professional development review processes <input type="checkbox"/> All unsuccessful applicants who reach the final interview stage of the recruitment process must be informed that they are unsuccessful and given the opportunity for feedback
5. Equality, diversity and inclusion	<ul style="list-style-type: none"> <input type="checkbox"/> All organisations must create recruitment processes with inclusivity at the core, ensuring all language, content and requirements are fully compliant with Equality, Diversity and Inclusion best practice <input type="checkbox"/> The organisation understands and fulfils their legal responsibility as employers with regards to recruitment and discrimination legislation <input type="checkbox"/> The job application clearly asks candidates whether they require reasonable adjustments to the recruitment process and adjusts the process accordingly <input type="checkbox"/> The role must state the location and potential changes to location – e.g. significant overnight travel – at the outset