

Fair Access Principle

A diverse workforce for the creative industries enables the widest range of people to be involved in the creative and cultural sectors. Volunteering is integral to creative organisations and a blanket ban on all unpaid work could close down significant opportunities for people to contribute to the arts.

We want to encourage people to volunteer. However we acknowledge that when employers offer longer term unpaid placements, people from less affluent backgrounds may feel discriminated against.

As a creative employer we are committed to an equal and fair recruitment policy to make opportunities available to people from all backgrounds.

As of _____ (date), organisation:
will adhere to the following Fair Access Principle:

Volunteers

A volunteer is not classified as an employee under UK law, if the person does not have a legally binding employment contract with the organisation. All our volunteers will be:

- able to volunteer an amount of time over any period that suits their needs but it is highly unlikely this will be fulltime i.e. Monday to Friday, 9am-5pm;
- offered training (and any protective clothing) that is appropriate to assist the volunteer to carry out their voluntary duties;
- assigned a mentor or manager, to monitor progress;
- reimbursed genuine, necessary, documented and agreed expenses;
- offered a volunteer agreement to clarify the expectations for both volunteer and organisation ([see example volunteer agreement](#)).

All volunteers in our organisation will be:

1. volunteering for a reasonable and mutually agreed period of time if the volunteer is someone at the start of their career who wants to learn skills, and is aiming to gain experience and seeks future paid employment. Should the volunteer choose to leave at any time they are free to do so, but it may be beneficial for the opportunity to be completed if future paid employment is sought; or
2. someone who is prepared to volunteer without expecting to secure paid employment as a result. For example, someone who is well established in their career and prepared to 'give something back' or someone who is retired.

Work Experience

Work experience is generally aimed at young people of school age in Years 10 and 11. A work experience placement is usually brief (one or two weeks) and provides an opportunity for young people to gain experience of working in a particular industry or sector. Expected learning objectives and expenses will be agreed at the beginning.

Any work experience placements offered as part of a government employment or training programme will adhere to the guidelines of the particular programme.

Internships

All Internships will:

- have a contract of employment;
- last for no more than one year;
- pay at least the National Minimum Wage and where possible the Living Wage;
- contribute to the work of the organisation, rather than be a purely shadowing role;
- have a defined role and job title.

While the intern may have knowledge or skills in a particular area, the internship will be:

1. their first experience of a particular sector or role; or
2. the 'next step' on from, for example, a volunteering role.

Apprenticeships

All apprenticeships will:

- have a contract of employment;
- receive at least the National Minimum Wage for Apprentices;
- apprentices aged 19 or over who have completed at least one year of their Apprenticeship will receive at least the National Minimum Wage.

Recruitment practice

We commit to advertising all opportunities fairly, openly and transparently. We will publicise details openly and in a range of relevant places including the National Apprenticeships Vacancy Matching Service and Jobcentre Plus, where appropriate.

We also commit not to request that applicants possess qualifications that are not relevant.

Name:

Signature:

Job title: