

Shadow To Shine

Work Experience and Shadowing Requirements Outlined

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Clearing Up The Language

In the past, Shadow To Shine have used the terms work experience and work shadowing interchangeable however, we are now consciously only using the term 'work shadowing' for the experience we facilitate unless the young person is being paid at the national minimum wage, at that point the term 'work experience' can be used.

By law, employers *do not* have to pay their interns the national minimum wage if:

- the intern is only work-shadowing – i.e. they are observing an employee and not carrying out any work themselves.

Therefore, at Shadow To Shine the majority of the positions we facilitate are work shadowing positions.

Words NOT to use

- Intern
- Employee
- Temp
- Worker
- Volunteer

The Purpose of Work Shadowing

Work shadowing is an experience facilitated by Shadow To Shine at an affiliate organisation which allows young people exposure and a taster into a particular industry or job. Young people tend to join a company during an exciting or interesting time to get an understanding of different projects and roles within a company.

Expenses

Although work shadowing is unpaid, we expect that **all expenses** (travel and lunch) are covered by the employer for the mentee.

Employers should pay £100 to Shadow To Shine to cover the mentee's expenses prior to the start of their work experience.

Please see separate expenses document for full details on expenses policy.

The Purpose of Work Experience

Work experience is an experience facilitated by Shadow To Shine at an affiliate organisation which allows young people to try small, non-critical tasks as an opportunity to add new skills or improve on skills on the mentee's CV.

Payment

As an employer, you have 2 payment options:

- 1) Pay mentee directly through your own internal payment streams (payment time scales must be explicitly outlined to young person)
- 2) Shadow To Shine can invoice you for the time of the mentee (+5%) and we administer the funds

Right to work

Shadow To Shine will take the photographic I.D and national insurance numbers of all mentees undertaking paid work experience to cover our due diligence. We expect all employers to do their own right to work checks as required by law.

FAQ's

What tasks are acceptable for an unpaid experience?

When a mentee is at your organisation for a shadowing experience (i.e. they are not being paid the national minimum wage and only their expenses are being covered) they can do the following:

- Shadow members of staff
- Sit in meetings

- Be shown how different systems work
- Trying out systems and software for themselves
- Attend events
- Completing mock tasks
- Offer to help with other duties completely at their own discretion

What tasks are not acceptable for an unpaid experience?

- Giving a mentee work that needs to be completed in a certain time frame
- Asking a mentee to stay longer than agreed
- Any work that brings profit to the company
- Taking on jobs of a current employee to reduce their workload
- Critical and high responsibility tasks

I have a really strong and talented mentee; can I give them more complex work to do during their 1-week?

Yes, but legally they need to be paid the National Minimum Wage for their work

What does a good Shadow To Shine week experience look like?

- A diverse experience which allows access to lots of different parts of the business
- A busy week at the organisation with a lot of engaging tasks happening
- A proper introduction
- A formal two-way feedback session at the end
- Mentee is allocated to a specific individual to supervise, mentor them, and conduct a formal performance review to evaluate the success of their time with the organisation
- Mentees given reference at the end of the week

What is the National Minimum Wage?

As of April 2019, the National Minimum Wage was £6.15 per hour for people aged 18-20, £7.70 per hour for people who are 21-24, and £8.21 for people 25 or over.

This document is reviewed in January each year, so it is your responsibility as an employer to check that this information is up to date.

What if I want to employ a mentee beyond 1-week?

At Shadow To Shine we celebrate when opportunities we have provided develop into meaningful employment, as has happened with many mentees in the past.

If you wish to employ a mentee beyond the 1-week facilitated by Shadow To Shine, this now becomes the sole responsibility of you, the employer. You would be expected to follow the same procedures as you would with your current employees. Shadow To Shine will no longer have involvement with the mentee's employment at this point, however, we will continue to support the mentee outside of the workplace as they remain a valued part of our alumni network.

We recommend for future employment that mentees are paid at a rate of **£10.75** per hour as this is the rate of the London living wage 2020. The actual rate is decided upon by the individual employer and should be agreed through usual legal work contracts.

The £10.75 figure is Shadow To Shine's guideline based, not just on the fact it is the living wage, but we would expect that all of our mentees are willing and capable of doing work that is more advanced than equivalent positions paid at the national minimum wage.

I know lots of organisations that run unpaid internships and unpaid work experience, is this illegal?

Technically yes. All work in the UK should be paid at the national minimum wage, although, there are still many organisations and industries that do not adhere to this.

Unpaid internships and work experience opportunities favour those from privileged backgrounds. Shadow To Shine are trying to close inequality gaps and we strongly believe that all work should be paid.

Additional Information

<https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships>

<https://www.gov.uk/employment-rights-for-interns>

Declaration

Please sign this document once you have read and understood it.

Name.....

Position..... Company

Signed

Date/...../.....

This should be signed by a HR personnel or a senior member of staff responsible for work experience at your organisation