

# EMPLOYER MYTHS...

**BUSTED**

**CODE OF CONDUCT  
FOR HIRING INTERNS**

**When we're busy we can just hire an intern to assist with our work load...**

**We only need to pay their travel and expenses...**

**They can come in early and go home late...**

**An Intern is the same as Work Experience or a Volunteer, right?**

... and the answer to all of the above is **NO!**

## **FACT**

- The government has launched a crackdown on unpaid internships, sending more than 550 warning letters to companies and setting up enforcement teams to tackle repeat offenders.
- HM Revenue & Customs is expected to target sectors such as media, the performing arts and law and accountancy firms, which have a reputation for using unpaid interns.

**BAD**

An initiative from **BRITISH ARROWS** opening the **DOORWAY** for young talent to connect with the advertising industry and for the advertising industry to hire this talent



BRITISH ARROWS



BRITISH ARROWS



weareBAD.org.uk  
@weare\_BAD

# LET'S CLARIFY...

---

## WHAT IS AN INTERN?

### PAID MINIMUM WAGE

- If someone is obliged to perform work personally, is given set hours, duties or responsibilities they will be deemed a 'worker'.
  - By law, a worker has certain rights, such as the right to receive the **Minimum Wage**<sup>1</sup>, whistleblowing protection, **a pro rata holiday**<sup>2</sup> entitlement, protection from discrimination, limitations on working hours and statutory rest periods.
  - Employers also have a duty to ensure that interns are legally entitled to work in the UK.
  - They are hired for the benefit of the employer.
- 

## WHAT IS WORK EXPERIENCE?

### NOT PAID BUT CAN OFFER EXPENSES

- Another term for Work Experience is Shadowing.
  - The person on work experience simply observes a professional in their job to gain a better understanding of the role. They should not be asked to perform any job functions.
  - This is a training role for the benefit of the person on work experience rather than the employer.
  - School leavers aged 16+ can do Work Experience. There is no upper age limit for work experience.
  - Work experience usually lasts for a period of a few days.
- 

## WHAT IS A STUDENT PLACEMENT?

### DOES NOT HAVE TO BE PAID

- Some courses require the student to find a placement for less than one year as part of a UK-based further or higher education course.
  - They are not entitled to the National Minimum Wage.
  - This is also known as a 'Year in Industry'.
- 

## WHAT IS A VOLUNTEER?

### NOT PAID BUT CAN OFFER EXPENSES

- Workers aren't entitled to the minimum wage if both of the following apply:
- They're working for a charity, voluntary organisation, associated fund-raising body or a statutory body.
- They don't get paid, except for limited benefits (e.g. reasonable travel or lunch expenses).



BRITISH ARROWS

**BAD**

An initiative from **BRITISH ARROWS** opening the **DOORWAY**  
for young talent to connect with the advertising industry  
and for the advertising industry to hire this talent



BRITISH ARROWS

# THINK ABOUT...

## WHAT ELSE DO YOU NEED TO CONSIDER WHEN HIRING AN INTERN?

- It is good practice to provide a job description that defines their role.
- Ensure that expectations for both sides are managed, and outline what happens after the internship.
- Some interns will still be living at home and their parents will be more confident if they can read a statement of commitment from their child's new employer.

## IS THERE A MINIMUM OR MAXIMUM LENGTH FOR AN INTERN TO WORK?

- No, however, British Arrows recommend a minimum of 4 weeks and a maximum of 3 months as it's hard for an intern to learn or gain reasonable knowledge and experience in less than 4 weeks.

## IS THERE A MINIMUM OR MAXIMUM AGE FOR AN INTERN TO WORK?

- There is no upper age limit for an intern.
- Due to the nature of our business, British Arrows recommend a minimum age of 18 years.

### 1 NATIONAL MINIMUM WAGE

#### ANNUAL SALARIES

National Minimum Wage:  
(Nat Min Wage)

£7.38/hr = £14,391/yr

### 2 STATUTORY HOLIDAY PAY

The legal minimum holiday entitlement for an employee working 5 days a week is 28 days (employers have discretion about whether statutory holidays are included in this entitlement or whether they are an additional entitlement.)

Nat Min Wage	25+	21 to 25	18 to 20	Under 18	Apprentice
From April 2018	£7.83/hr = £15,268.50/yr	£7.38/hr = £14,391.00/yr	£5.90/hr = £11,505.00/yr	£4.20/hr = £8,190.00/yr	£3.70/hr = £7,215.00/yr

NOTE: **London Living Wage:** for 18+ is currently set at £10.20/hr = **£19,890.00/yr**

#### REFERENCES

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

<http://www.acas.org.uk/index.aspx?articleid=3732>

<https://en.wikipedia.org/wiki/Internship>

<https://blogs.ucl.ac.uk/ucl-careers/2015/09/10/is-there-a-difference-between-work-experience-an-internship-and-a-placement/>

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-shadowing>

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships>

[https://www.theguardian.com/society/2018/feb/08/initiative-to-crack-down-on-unpaid-internships-launched-in-uk?CMP=Share\\_iOSApp\\_Other](https://www.theguardian.com/society/2018/feb/08/initiative-to-crack-down-on-unpaid-internships-launched-in-uk?CMP=Share_iOSApp_Other)



BRITISH ARROWS

**BAD**

An initiative from **BRITISH ARROWS** opening the **DOORWAY**  
for young talent to connect with the advertising industry  
and for the advertising industry to hire this talent



BRITISH ARROWS