



Careers in Ideas *Summer of IP:* Guidelines for participating organisations

1 Introduction

These guidelines are intended to apply to all organisations that participate in *Summer of IP*. Participating organisations should abide by these guidelines as far as is reasonably practicable when hosting a work experience placement, “taster” day, talk, mentoring session or any other event (an “activity”) under the *Summer of IP* banner.

The purpose of these guidelines is to ensure that participating organisations have the appropriate provisions in place to ensure that the activity is a success. Equally, the guidelines will help to ensure that the activity operates in line with the ethos of Careers in Ideas and the underlying IP Inclusive initiative¹.

2 General

Any participating organisation that wishes to offer an activity under the *Summer of IP* banner must be committed to improving equality, diversity, and inclusion within the UK IP professions. They should be an IP Inclusive supporter or partner; ideally they will be a signatory to the IP Inclusive EDI Charter² or have an individual within their organisation who is signed up to our Senior Leaders’ Pledge³. For more information about how to sign up to these two schemes, please visit our website at <https://ipinclusive.org.uk/>.

It is the responsibility of the participating organisation to comply with relevant employment legislation. Similarly, the participating organisation must be mindful of their obligations under the Equality Act 2010 and the UK GDPR.

The relevant health and safety legislation must also be complied with while an individual (a “participant”) is participating in an activity provided by the participating organisation. This is important

¹ See the note at the end of the document

² See <https://ipinclusive.org.uk/about/our-charter/>

³ See <https://ipinclusive.org.uk/the-ip-inclusive-senior-leaders-pledge/>

to ensure the safety and wellbeing of all participants, and in particular the safeguarding of children and vulnerable adults.

Any necessary risk assessments must be carried out prior to a participant taking part in an activity and appropriate risk controls put in place.

3 The activity

Participants should be provided with a learning opportunity. They should have the opportunity to develop skills and/or knowledge which would be beneficial for them when entering or considering entering the IP professions.

Clear communication with the participant should be maintained before and during the activity. For example, before the activity the participating organisation should inform the participant of: the purpose of the activity; what the activity will entail; and the participating organisation's expectations of the participant.

If the activity involves a work experience placement the following extra guidelines apply:

- The nature and scope of the participant's role and responsibilities should be made clear.
- Whilst at the participating organisation, the participant should have access to appropriate support, information, training, and supervision.
- The participant should be given a realistic workload and the tasks they are given should be appropriate given their level of education and training.
- The participant should be informed whether the activity will be paid/unpaid.

Participating organisations should signpost to participants the Careers in Ideas website and related resources before and/or during the activity.

Where possible, the participating organisation should provide Careers in Ideas with a brief summary which sets out how the activity went and any relevant feedback they have.

4 Recruitment processes

Participating organisations must have an objective and non-discriminatory recruitment process in place when selecting participants for any activity they are hosting. They are free to set their own reasonable selection criteria. The recruitment process and its timings should be clear and transparent and have reasonable adjustment policies in place which support those who have a condition, impairment, or disability.

5 Promotion

Participating organisations are free to promote their activity as a Careers in Ideas *Summer of IP* activity through their own website or social media accounts. However, this should only occur once the activity has been approved by Careers in Ideas.

The promotional material must mention the link with Careers in Ideas and *Summer of IP* and should specify that the participating organisation is supporting diversity, equality, and inclusion. We can supply the Careers in Ideas logo for these purposes.

Participating organisations must also provide Careers in Ideas with details of their activity for inclusion in the *Summer of IP* listings.

About Careers in Ideas

Careers in Ideas is part of IP Inclusive⁴, an initiative which aims to promote and increase equality, diversity, inclusion, and wellbeing within the UK IP professions. Careers in Ideas is IP Inclusive's outreach campaign which aims to raise awareness of IP-related careers among under-represented groups and to increase upstream diversity. It provides a range of resources aimed at secondary school students, university students, graduates, and career changers, as well as careers advisers. It also has its own mentoring hub⁵.

IP Inclusive and Careers in Ideas are governed by IP Inclusive Management (IPIM)⁶. IPIM oversees everything done under the IP Inclusive and Careers in Ideas banners.

To find out more about Careers in Ideas, visit its website at <https://careersinideas.org.uk/>, or the Careers in Ideas page of the IP Inclusive website at <https://ipinclusive.org.uk/careers-in-ideas/>. Or follow us on Twitter (@CareersInIdeas) or LinkedIn (Careers In Ideas).



⁴ See <https://ipinclusive.org.uk/>

⁵ See <https://ipinclusive.org.uk/careers-in-ideas-mentoring-hub/>

⁶ See <https://ipinclusive.org.uk/ip-inclusive-management/>