



Careers in Ideas: *Summer of IP 2024*

Guidelines for participating organisations

1. Introduction

These guidelines are intended to apply to all organisations wishing to participate in *Summer of IP*. Participating organisations should abide by these guidelines as far as is reasonably practicable when hosting a work experience placement, open day or event (an activity) under the *Summer of IP* banner.

The purpose of these guidelines is to ensure that participating organisations have appropriate provisions in place to enable their activity to be 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 initiative.

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. Accordingly, they should be a signatory to [the IP Inclusive EDI Charter](#) or have an individual within their organisation who is signed up to the [Senior Leaders' Pledge](#).

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 legislations and regulations must also be complied with while an individual participant is taking part in an activity provided by the participating organisation. This is particularly important to ensure the safeguarding of children and vulnerable participants. Equally, it is vital to ensure that the safety and wellbeing of all participants is upheld.

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

3. The activity

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

Clear communication with participants should be maintained before and during the activity. For example, before the activity the participating organisation should inform participants of: the purpose of the activity; what it will entail; any expectations of the participating organisation; and whether the activity will be paid/unpaid.

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

- The individual participant's specific role and responsibilities should be made clear as well as their nature and scope.



- Whilst at the participating organisation, the participant should have access to appropriate support, information, training and supervision as is reasonable within the circumstances.
- The participant should be given a realistic workload and the tasks they are given should be appropriate given their level of education and training.

Participating organisations should signpost participants to [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.

We are keen to obtain feedback from participants, both immediately after the activity and additionally at a later date. Accordingly, we request that you include a check box in your registration form which participants can check to consent to being contacted by IP Inclusive and/or Careers in Ideas for up to one year after the event, for the purpose of obtaining feedback on the impact of *Summer of IP*.

4. Recruitment process

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. **See Annex I below for guidance to boost inclusivity during selection and recruitment processes.**

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/or *Summer of IP* and should specify that the participating organisation is supporting equality, diversity 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.

6. Careers in Ideas

[IP Inclusive](#) is 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 arm 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 hub.

IP Inclusive and Careers in Ideas are governed by IP Inclusive Management Board (IPIM). IPIM oversees everything done under the IP Inclusive and Careers in Ideas banners. You can find out more about IPIM on the [IP Inclusive website](#).



Annex I: Guidance for employers to boost inclusivity

The purpose of *Summer of IP* is to promote exposure to the IP professions for individuals who might not otherwise have access to such opportunities.

When selecting participants for a *Summer of IP* activity, we urge employers to focus on boosting inclusivity in their recruitment processes and requirements, in order to broaden the pools of both potential and successful applicants.

Ways to foster inclusivity could include:

- Reserving places on existing programmes and events for *Summer of IP* attendees, or running dedicated events for *Summer of IP* participants.
- Using fully-blinded CVs during the selection process.
- Encouraging applications from students at non-Russell Group Universities (eg through flagging alongside the application form that applications are encouraged from such institutions).
- Encouraging applications from minority groups (eg through flagging alongside the application form that applications are encouraged from those in under-represented groups).
- Offering multiple means by which applicants can apply (eg application form, cover letter + CV, simple email, video).
- Covering travel expenses and / or providing accommodation where appropriate (and making that clear from the outset).
- Timing events to cater for a range of applicants (eg offering events both during and after school hours and in, as well as out of, school holidays).
- Providing for both in-person and remote attendance where possible.
- Being flexible on dress code (and being clear from the outset that business attire is not required, where appropriate).
- Offering a range of attendance lengths (eg running some short activities and some longer activities, without excluding anyone if they cannot attend the full duration).
- Checking promotional materials and application documents for:
 - Accessibility (eg using the Microsoft accessibility checker)
 - Unnecessary or inappropriate assumptions, eg about applicants' background, education, career experience or age (NB these can occur in both text and images).