

DMU

GRADUATE CHAMPIONS

**Guidance for Host Organisations and
Internship Proposal Form**

Guidance for Host Organisations

What is DMU Graduate Champions?

De Montfort University (DMU) is committed to offering as much support as it can to graduates so they are able to seek out essential experience in specialist areas that will help them embark on a successful career.

This is why the University launched the DMU Graduate Champions internship scheme.

DMU Graduate Champions offers recent graduates the chance to take up a paid, intensive work internship with a leading UK business to enhance their CV and help them stand out from the crowd in a furiously competitive jobs market.

Each graduate will be contracted and paid by DMU to work 18.5 hours a week, for a period of 6 weeks from **Monday 8th January until Friday 16th February 2018**, and the University will pay the Living Wage of £8.45¹ per hour.

The benefits for our graduates, and the organisations they work for, are clear.

Organisations have free access to some of the brightest and best graduates in the UK today meaning they are given the opportunity to benefit from an intensive injection of graduate-level expertise and innovation.

For our graduates, these internships will bring sought-after opportunities to gain valuable insight into graduate-level work. They also have the chance to impress a potential future employer. In short, DMU Graduate Champions is an internship to be prized.

There's lots of information on our website about the positive impact that the scheme has had on [businesses and our graduates](#). There's also an [article about the success of one of our interns at The Compass Group](#) and at the [Football Association](#) as well as further information about the scheme for [organisations](#).

Expectations

It is important to remember that Graduate Champions is a developmental internship scheme. Our main aim is to give graduates with minimal experience the first step. Don't expect them to be able to do everything at the beginning of the internship. This is not to say that you should disregard graduates who do have some experience, as the internship may offer opportunities for different experiences and skills development.

Supervising an internship can represent a large amount of time and energy; the supervisor needs to be as committed as the graduate. When applying, think about how the internship will work through the different stages, and any staff or resource issues this will involve. You will need to have the approval of your Section or Department Head before submitting an application.

For the winter 2018 round of DMU Graduate Champions we have funding for a limited number of

¹ Living Wage correct as of 1st January 2017.

internships. We will do our utmost to match your internship to a suitable graduate however; unfortunately, we cannot guarantee that we will be able to place a suitable graduate with you. We are looking to run another round of DMU Graduate Champions internships during the summer of 2018 which we will welcome you to submit a proposal for.

Where can internships be located?

We invite proposals from organisations across the UK. Providing your proposed workspace has all the adequate facilities and equipment for a graduate to work, your proposal will be considered.

What types of internships will be funded?

Internships can cover a range of different areas and activities but they must provide opportunities for graduates to acquire and develop employability skills.

Who shortlists the applicants?

The applications are collated by the **Internships Team** who then match approved Internship Proposals with suitable graduate applications.

Successful matches are based on:

- The skillset required;
- The skillset and experience of the graduate;
- The graduate's career aspirations;
- The Host Organisation's business needs.

Once a suitable match has been made we will liaise with the graduate and share with them a copy of your Internship Proposal (**Please note we will remove the organisation's contact details, but leave in the company name and location of the internship**).

The graduate will be given 24 hours from the point of contact to confirm whether they wish to be considered for the role.

- If a graduate is interested in the position, we will contact the Host Organisation
- If the graduate declines the internship, the Internships Team will seek to find another suitable graduate.

Once a graduate has confirmed their interest in an internship position we will share their details with the host organisation via telephone and/or email communications. At this point, it will be determined whether the host(s) would like to perform a telephone/ video conference interview before accepting the matched graduate. Please be aware that the graduate applications you receive are non-specific for your internship opportunity. Our graduates complete a generic application form for the scheme; we then match suitable graduates to internships.

The Internships Team will send the details of a matched graduate to the Host for their consideration. Please be aware that you will not be sent the details of several applicants all at once for you to consider and 'shortlist' as you would in a traditional recruitment process. This is so that we are able to place as many graduates on internships as possible, minimising the number of unplaced graduates as well as unfilled internships. DMU feels that it has a duty to support our graduates by successfully filling as many internships as possible which is why we administer it in this way. Host Organisations are not obliged to accept the first graduate that we match to your internship. You are entitled to decline them and in such circumstances we will endeavour to find you an alternative graduate.

Please note that if Host Organisations wish to conduct an interview this will need to be done within an agreed time. This is to ensure the Internships Team has enough time allocated to try and rematch the internship if required.

It is illegal to recruit using the Protected Characteristics, as defined Under the [Equality Act 2010](#) (see Part 2; Chapter 1), as selection criteria. Please remember to follow these guidelines when screening any matched graduates.

How will the internship be supervised?

Each internship will be required to have a Supervisor/Line Manager(s) whom the graduate will report to for the duration of their internship.

Training and Support

It is expected that the Host Organisation will provide an induction that includes an orientation, discussion about working patterns, and outlines health and safety policies within the workplace (and any offsite locations).

Health & Safety at Work

On the first day of their internship, the graduate must be inducted on health and safety procedures within the Host Organisation, in addition to what they should do in the event of an accident or emergency. Host Organisations will be required to sign acceptance of our health and safety expectations prior to the internship going ahead.

As the Host Organisation the University expects you to treat the interns in the same way as your employees with regards to their health, safety and welfare.

Fire Safety

It is vital that the Host Organisation provides a Fire Safety Induction for their graduate(s) on the first day of their internship. All new interns must be informed of where to exit from in the event of a fire, where the evacuation points are located and any other fire safety procedures at the Host Organisation.

Insurance

The Graduate Champions will be covered by De Montfort University insurance whilst undertaking their internship; however you may wish to review the terms of your own insurance policies as well.

Additional Equipment (due to disability)

If the graduate requires any additional equipment due to disability, De Montfort University is able to assist with this where the adjustments are deemed reasonable.

DBS (*Disclosure and Barring Services – Formally known as a CRB Check*)

If the intern is required to have a valid, current DBS Check to meet the needs of your proposal, this can be arranged at DMU's cost. However, before doing such, you will need to complete and return a DBS Check Assessment Form to us (see Appendix A), so we can comply with the DBS rules and regulations for safeguarding vulnerable Adults and/or Children. For information about what a DBS Check is and why it may be required, please visit the following website

<https://www.gov.uk/disclosure-barring-service-check/overview>.

If the intern requires a valid, current DBS Check, please complete and return the DBS Check Assessment form in Appendix A as soon as possible, and at the latest by **Monday 27th November 2018**.

Please note: There are quite long processing times involved in getting a DBS check returned by the DBS (approx. 4-6 weeks), so it is essential that this process is underway as soon as possible to ensure any matched graduate receives their DBS certificate ahead of the internship start date (**Monday 8th January 2018**).

Q.) Who will view the graduate's DBS Certificate?

A.) Upon receipt of the DBS Certificate, the graduate will be required to provide the Internships Team with a copy of the original certificate. The Internships Team will then notify the internship supervisor once the DBS process is complete and it will then be the responsibility of the graduate to show the original DBS certificate to the supervisor at the beginning of the internship.

Q.) What happens if my Graduate Champion has not yet received their DBS Certificate and the start date is fast approaching?

A.) The Internships Team will get in touch to discuss the options of the graduate working duties to suit whilst we await the certificate. If this is not possible, then unfortunately the internship will be withdrawn.

Working Hours and Breaks

For the internship, graduates are required to work 18.5 hours per week for a period of 6 weeks. The arrangement of these hours can be negotiated to suit the host's and the graduate's needs. For example, you may agree with your graduate that they will work every morning during the week. Alternatively you may agree for them to work two and a half days per week. Please note that if the graduate is unable to work the full 18.5 hours per working week, working hours can be carried over from one week to another as long as the intern does not exceed 111 hours in total for the internship.

Rest breaks are left both for you and the graduate to negotiate within the confines of the [law](#). Please also note that at De Montfort University, it is standard practice not to be paid for breaks, and therefore any lunch or rest breaks will not be included within the 18.5 hours.

If a graduate is working a standard day as part of their internship, DMU encourages a 1 hour unpaid lunch break as best practice.

Paid Induction

Any period of time spent on an induction will be paid, but must be included within the 18.5 hours the Graduate works per week.

(Note: an induction does not include any screening / interview prior to the start of the internship.)

Extra / Unpaid Hours

Graduates placed with external Host Organisations as part of the Graduate Champions Scheme are employees of De Montfort University. Graduate Interns are employed on contracts for a maximum of 18.5 hours paid employment per week for the duration of their employment with DMU. Each hour worked is paid at the Living Wage rate of £8.45 per hour. There is no provision in the contract for additional hours or overtime.

Where a Host Organisation wishes for an intern to work hours in excess of their contract with DMU, the pay due for such additional hours will not be met by DMU. Consequently, any additional hours of work carried out by an intern for their host must be carried out after the end date of their contract with DMU. Should you wish your graduate to work additional hours, please ensure there is a written agreement between yourself and the intern, clearly specifying the terms and conditions applicable for that work, including the amount of any pay due from the Host to the intern.

Unless there is a separate written agreement in place for the intern to work additional hours after their contracted end date with DMU, this will be considered as a breach of the intern's contract of employment with DMU, and of the internship agreement between yourself, DMU and the intern.

DMU reserves the right to terminate both the existing internship agreement with the intern and the Host Organisation and the intern's contract of employment with DMU in accordance with our terms.

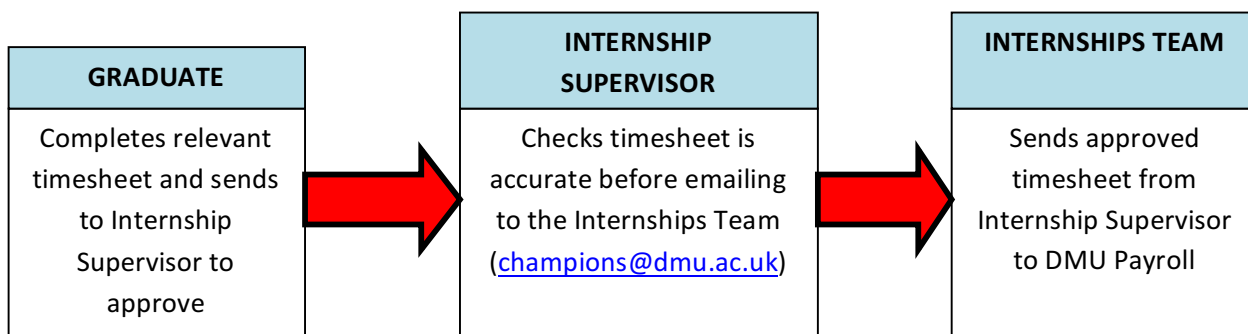
Please note that DMU does not support or promote, in any way, unpaid internships. DMU provides its internships in line with employment rights, including pay for interns. DMU also acknowledges the right, by law, for interns to receive the minimum wage. See www.gov.uk/employment-rights-for-interns for further information.

If you have any queries about any of the information above, please feel free to contact us via email at champions@dmu.ac.uk.

Timesheets

In order for accurate payments to be made to the Graduate Champions, the Host Organisations will be required to send approved timesheets to the Internships Team. Please see Figure 1 for an outline of the process.

Fig 1: Processing of Timesheets sent to the Graduate Champions Project Team and DMU Payroll



Timesheet Dates/Deadlines:

Timesheet 1 – needs to be received by the Internships Team by **12 Noon, Friday 26th January 2018**, for payment to be made on Friday 23th February 2018.

Timesheet 2 – needs to be received by the Internships Team by **12 Noon, Friday 16th February 2018**, for payment to be made on Friday 23th March 2018.

Late timesheets will result in delayed payments to the Graduate.

Please note that we will not accept timesheets that are sent directly from the Graduate to the Internships Team.

An example timesheet is below displaying the accepted style of timesheet. Our timesheets include the total number of paid hours for each day that are worked by the graduate, rather than start and finish times for the day. Please ensure that the graduate's lunch and breaks are not included within the total daily hours.

DMU Graduate Champions - Timesheet

Claimants Details		Host Organisation /Company Name:					
Name		Internship Supervisor Details		Name			
Contact Tel. No		Contact Tel. No					
Hours Claimed - Maximum of 18.5 per week							
Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend	Total Hours Claimed For Week
15th June	7		7		4.5		18.5
22nd June	7		7		4.5		18.5
29th June	7		7		4.5		18.5
TOTAL HOURS CLAIMED FOR JUNE							55.5
We certify that the hours stated above are correct and the hours listed have been completed							
Claimant's name:		P number:		Date:			
Internship Supervisor's name:		Date:					
This claim form must be completed and submitted via the internship supervisor by the 1st July to champions@dmu.ac.uk							
Notes: <i>(Please add any important comments or notes here)</i>							

Absences (incl. Sickness related absences)

If your Graduate Champion is to be absent due to sickness or any other circumstance, it is their responsibility to inform their Line Manager(s) and the Internships Team as soon as they can. They must then discuss with their Line Manager(s) the best solution to making up any unworked hours within that week. If the graduate is absent for a longer period with little or no contact, the Line Manager should report this to the Internships Team. Any absences would be reflected on the graduate's timesheet through the number of hours worked per week, as explained in the previous section.

Funding and Pay

Each graduate will be contracted and paid by DMU to work 18.5 hours a week, for a period of 6 weeks from **Monday 8th January until Friday 16th February 2018**. DMU will pay the Living Wage of £8.45² per hour in addition to approximately 12% Holiday Pay.

Graduate Champions are paid via the DMU payroll department, which pays employees on a monthly basis.

² Living Wage correct as of 1st January 2017.

Can I extend the internship beyond the 16th February?

Unfortunately not, **all internships must run between the week commencing 8th January and the week ending 16th February 2018**. If you wish to keep the graduate beyond 16th February 2018 you will need to make the necessary arrangements directly with the graduate.

Expenses

DMU is **unable** to pay for any additional expenses incurred whilst the graduate undertakes their internship. If the graduate is travelling to offsite locations with the Host Organisation, expenses may be reimbursed following approval and authorisation from the Host Organisation. This is not obligatory; however it would be unusual for a graduate to have to incur out of pocket expenses whilst on their internship. For example, if a graduate based in Leicester was asked to travel to London to complete part of the work, the expectation would be that this is covered by the Host Organisation.

- Travel Expenses

Graduates will not be able to claim travel expenses for commuting from their home to the location of their internship. Prior to accepting their internship, the Graduate Champions Team advises all graduates to consider travel and transport options before confirming their acceptance of the internship.

Confidentiality

If necessary, you can request for your graduate(s) to sign a legally binding Confidentiality Agreement with the Host Organisation under which they will agree to not misuse or wrongfully disclose confidential information to any person(s) either during or any time after the internship. If a Confidentiality Agreement is signed, a copy of this would need to be sent to champions@dmu.ac.uk to retain for the graduate's records.

Intellectual Property (IP)

All graduates are employed by De Montfort University as a Graduate Champions Intern for the purposes of undertaking an internship with the host. As a DMU employee, any IP the intern creates as a Graduate Champion Intern with the host will be owned by DMU – not by the intern themselves or by the host. Formal assignment of IP to the Host Organisation can be provided upon request.

FAQs

How many Graduate Champions can I apply for?

You are able to request more than 1 Graduate Champion per Internship Proposal. The only thing to remember is that you will need to make sure there is enough work, support and facilities available for each graduate.

Can I resubmit a previous Internship Proposal from the last round of the Graduate Champions Scheme?

If we have your proposal on file from a previous round, please advise whether you wish for us to use your existing proposal to find a suitable graduate, or whether you wish to submit one or more new proposals for the upcoming round. Alternatively, you can do both.

Who's eligible?

The winter 2018 round of DMU Graduate Champions will only accept applications from Graduates who have obtained an undergraduate degree from De Montfort University in summer of 2017.

Approving your Internship Proposal

All Internship Proposals will be considered on the basis of the information submitted on the proposal form itself. When considering your Internship Proposal, the Internships Team will assess:

- How well the duties of the internship fit with the stated acquisition of experience/skills;
- Why the internship is required for the requested amount of time;
- How realistic the acquisition of such skills and experience appears to be when taking into account the duration of the internship and range of duties.

Please be aware that the Internships Team cannot guarantee a suitable graduate will be matched to your Internship Proposal, but we will try our very best to meet the needs highlighted in your proposal. If we are unable to find a suitable graduate, feedback on unsuccessful proposals will be available on request.

All internships must run between Monday 8th January and Friday 16th February 2018. These are fixed dates.

What do the Internships Team look for in an Internship Proposal?

A good Internship Proposal should describe:

- How the Internship is developmental;
- Which skills will be developed and how (i.e. training, mentoring);
- The duties to be undertaken and how they will benefit the graduate and your organisation;
- The network of support and supervisory responsibilities (i.e. having named people);
- How they will be line-managed and supported on a weekly basis;
- How the graduate will be monitored and assessed;
- Where the graduate will be based.

Internships Team Contact Details

If you need to contact the Internships Team you can reach us on the following:

Team Members	Telephone Number
Richard Bowden	0116 250 6469
James Billingham	0116 257 7858
Jack Merry	0116 250 6509
Sophie Flight	0116 250 6475
Email Address – champions@dmu.ac.uk	

If you would like to discuss arranging a Graduate Champions internship in person, we are more than happy to do so. Please get in touch on the contact information provided above and we can arrange to come and see you where possible, or you can visit us at the De Montfort University.

DMU GRADUATE CHAMPIONS – INTERNSHIP PROPOSAL FORM

Please be aware that this Internship Proposal Form will be shared with matched graduates, in order for them to make an informed decision about whether your internship is suitable for them. (Your contact details will not be shared until a matched graduate has been confirmed with you).

If you are unclear of any of the contents of this form, please refer to the Graduate Champions Guidelines attached with this form. If you require further assistance, please contact the Graduate Champions Team at champions@dmu.ac.uk.

1. ABOUT THE HOST ORGANISATION	
HOST ORGANISATION NAME	
PRINCIPLE ACTIVITY OF THE ORGANISATION	
MAIN CONTACT PHONE NUMBER	
NAME OF PERSON SUBMITTING THE PROPOSAL	
PERSON RESPONSIBLE FOR THE GRADUATE DURING THE INTERNSHIP <i>(If different from above. If this changes at any point. Please let the Graduate Champions Team know.)</i>	
CONTACT DETAILS FOR THE PERSON RESPONSIBLE	Email: Tel:
ADDRESS WHERE GRADUATE(S) WILL BE BASED	
PLEASE TELL US WHERE YOU HEARD ABOUT DMU GRADUATE CHAMPIONS, INCLUDING THE NAME OF ANYONE WHO RECOMMENDED THE SCHEME TO YOU	

2. ABOUT THE INTERNSHIP	
INTERNSHIP JOB TITLE	
NUMBER OF GRADUATES REQUIRED	
START DATE (Fixed Date)	Week Commencing 8th January 2018
END DATE (Fixed Date)	Week Ending 16th February 2018
OVERVIEW OF THE INTERNSHIP	
<p><i>Please use the section below to give an overview of the internship and explain what will be involved for the intern. You should state why this is a graduate-level internship opportunity.</i></p>	
ROLE CONTRIBUTION TO ORGANISATION'S AIMS AND OBJECTIVES	
<ul style="list-style-type: none"> • <i>How do you think the intern will benefit your organisation?</i> • <i>How do you think it will help your organisation move forward?</i> 	
ROLE CONTRIBUTION TO THE GRADUATE'S PERSONAL AND PROFESSIONAL DEVELOPMENT	
<ul style="list-style-type: none"> • <i>How do you think the graduate(s) will benefit from undertaking this internship?</i> • <i>What skills, competencies and attributes do you expect the graduate(s) to develop whilst in this role?</i> 	

3. INDUCTION AND SUPPORT Please indicate your agreement with the following statements	Yes/No
You will provide an induction session at the start of the internship. <i>(The induction should include an orientation, discussion about working patterns, expectations etc.)</i>	
The graduate(s) will receive relevant health and safety training as part of their internship.	
You understand you will have to make suitable arrangements for the graduate(s) regarding space to work, research/reference requirements (e.g. library/archive access) any IT needs (software/hardware), access to databases and appropriate systems as applicable for them to complete the tasks and activities described in this proposal.	
Are you able to offer additional training and development during the internship? If yes, please give details:	
Please make any additional comments about this section below:	

4. QUESTIONS ABOUT THE INTERNSHIP	Yes/No/ NA
<p>Is the graduate required to have a valid, current DBS check?</p> <p><i>(Please note DMU will arrange for a check to be completed and paid for; however, before doing such, you will need to complete and return a DBS Check Assessment form to us, so we can comply with the DBS rules and regulations for safeguarding vulnerable Adults and/or Children). For information about what a DBS is and why it may be required please visit the following website https://www.gov.uk/disclosure-barring-service-check/overview</i></p> <p><i>If yes, please fully complete the DBS Check Assessment Form in Appendix A.</i></p>	
<p>Is the graduate required to have access to their own transport? <i>(E.g. are you located in an area without public transport routes?)</i></p> <p><i>Please provide details:</i></p>	
<p>Will the graduate(s) be required to travel to off-site locations away from their usual place of work?</p> <p><i>If yes, please give details:</i></p>	

4. QUESTIONS ABOUT THE INTERNSHIP	Yes/No/ NA
<p>If required, will you be able to meet the expense of any additional work related travel?</p> <p><i>Please provide further details:</i></p>	
<p>Please make any additional comments about this section below:</p>	

<p style="text-align: center;">5. DUTIES OF THE INTERNSHIP</p> <p>Please provide information about the duties involved in the internship. As this proposal will be shared with the graduate(s), this section is your opportunity to pitch the internship to them and highlight exactly what will be involved throughout. These duties are a guide to the work that the post holder will be required to undertake and the information is often the most important section for the potential candidate.</p>	
Duty Heading	Duty Description

6. PERSON SPECIFICATION				
Skills, knowledge and experience the graduate(s) should possess.				
	Description	Essential <i>(Enter X as applicable)</i>	Desirable <i>(Enter X as applicable)</i>	Not Required <i>(Enter X as applicable)</i>
1	Accounting/Finance			
2	Advertising/PR			
3	Architecture			
4	Arts & Design			
5	Buying & Merchandising			
6	Computing/IT/Web Design			
7	Education/Teaching			
8	Engineering			
9	Health Sciences			
10	HR			
11	Internet/Digital Media			
12	Legal/Law			
13	Marketing/Communications/Promotions			
14	Events			
15	Business Administration			
16	Retail/Sales			
17	Science/Pharmaceutical/Laboratory			
18	Specialist/Other <i>Please provide details below</i>			

Based on the applicants available, the DMU Graduate Champions Team will make a match with suitable graduate(s) depending on the type of skills/experience required. The aim of the DMU Graduate Champions Scheme is to provide internships that are mutually beneficial to Host Organisations and Graduates. We want the graduate(s) to gain professional work experience in which they complete valuable work and increase their employability.

7. AFTER THE INTERNSHIP (Please note, Section 7 will be removed from the Proposal when shared with the graduate)	Yes/No
Is there a possibility of longer term employment after the internship?	

8. IMPORTANT INFORMATION
<ul style="list-style-type: none"> • All graduates will be paid through the DMU payroll therefore there are no payroll costs for Host Organisations. • Graduates are required to work 18.5 hours per week for a total of 6 weeks (111 hours in total). We encourage the graduate(s) and Host Organisation to agree between you the actual days/times in which the 18.5 hours will be worked during each week. This is to allow flexibility around your capacity to manage the graduate(s) and to accommodate any existing commitments the Graduate(s) may have (e.g. part time work). • The first day and last day of work do not have to be the first and last days of the 6 week period however, the internship must start and conclude during the 6 week period. <ul style="list-style-type: none"> ○ If there is any cause for delay or interruption to the internship, you must advise the DMU Graduate Champions Team immediately (e.g. due to sickness, a change in your organisation or a change to your proposal). • Project funding is limited to the above hours and no extra payments can be made by DMU.

	Yes/No
I confirm I have read and understand the Important Information in Section 8.	
Print Name: _____ Date: _____	

Please email your completed application to the Internships Team in the Careers and Employability Service at champions@dmu.ac.uk.

Thank you for your interest and support of the
DMU Graduate Champions Scheme

Appendix A - DBS Check Assessment Form

If your internship opportunity requires a DBS Check, please ensure that all of the information in the below form is completed. The purpose of this form is to support the Internships Team in determining if an internship requires the post holder to have a satisfactory DBS disclosure.

This form should be completed by the DMU Graduate Champion's Host Organisation and returned to champions@dmu.ac.uk as soon as possible. If it is determined a DBS check is required, DMU will confirm if the graduate holds the correct certification or, if not, arrange for them to undertake a check.

For a check to be completed in time for the start date, please return this form as soon as possible.

The DMU Graduate Champion's Host Organisation should ensure they have read the [guidance document](#) on the use of DBS checks thoroughly before completing this form, and answer all questions carefully.

Section 1 Basic Role Information	
Internship Title	
Department/Area	
Person Responsible for Graduate	
Contact Telephone	
Contact Email	
Date of Submission	

Section 2 Specified Positions	
Is the position a profession, office, employment, work or occupation that is known as an exception to the Rehabilitation of Offenders Act 1974 and eligible for DBS checks for example certain legal, accountancy roles, positions of trust? Click here for further details of roles included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975	Yes/No

Section 3 Regulated Activity in Relation to Children (If the role does not require contact with a child/children, please go to section 4)	
Does the work fall within the definition of regulated activity as stated in section 3 of the guidelines? If yes, please state the precise nature of the activity:	Yes/No
What is the frequency of the activity: ➤ frequently (once a week or more often)	Yes/No

Section 3 Regulated Activity in Relation to Children (If the role does not require contact with a child/children, please go to section 4)	
➤ intensively (four days or more in any 30-day period)	Yes/No
➤ overnight (between 2am and 6am)	Yes/No
Is the activity under reasonable day to day supervision by another engaging in regulated activity (this must be reasonable, day to day, and ongoing)?	Yes/No
Can the Graduate Champion commence, with duties to suit, pending the DBS outcome?	Yes/No

Section 4 Regulated Activity in Relation to Adults	
Does the work involve contact with vulnerable groups and meet the definition of regulated activity as stated in section 4.2 of the guidelines? If yes, please state the precise nature of the activity:	Yes/No
Can the Graduate Champion commence, with duties to suit, pending the DBS outcome?	Yes/No

For Office Use Only:

Proposed Graduate Match Details	
Name	
App No.	
DBS Required?	

Confirmed by HR Partner	
Name	
Signature	
Date	