

Passport to Work terms and conditions:

- You must be a current student (any year) at Newcastle University to be eligible to participate in the scheme.
- If you need to cancel or change the date of your session you must give at least 2 days notice or you will not be able to re-book a place.
- All sessions are unpaid and you will not be classed as employees of either Newcastle University or of the Placement Organisation.
- These sessions are not work-trials for permanent jobs either within Newcastle University or the Placement Organisation.
- Your certificate will be awarded once you have completed the session that you have undertaken. Please collect your certificate from the Careers Service reception (Kings Gate building).
- The certificate is not an officially recognised qualification and is designed to outline the skills that you have gained from the session.
- The University and the Placement Organisation reserve the right to cancel the scheme or any of the sessions at any given time.