



**Careers and Employability Service**  
**Excel Southampton Internship Programme**  
**Student Guide**  
**2015/16**



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## 1. INTRODUCTION

Welcome to the Excel Southampton Internship Programme, coordinated by the Careers and Employability Service.

Each year the Internship Team arrange over 400 internship opportunities exclusive to University of Southampton students. We work with organisations of various sizes, across all business sectors to provide internships lasting between 4-12 weeks. The Excel Southampton Internship Programme facilitates internship opportunities to help you gain invaluable work experience and provide a taste of potential career paths after university.

## 2. WHAT IS AN EXCEL INTERNSHIP?

The Excel Southampton Internship Programme offers Easter, summer and term-time internship opportunities with all types of organisations, as well as on campus opportunities to work within Faculties and Professional Services of the University of Southampton.

All employers have to go through an application process. As such, the Internship Team are able to ensure that the internships on offer will provide you with experience you will be able to put on your CV about a specific project you have worked on while interning, which will help you with future applications for graduate employment. You do not only receive invaluable experience but all Excel Southampton Internships pay a minimum of £7.63 an hour.

Please click on the Video image to see how the Excel Southampton Internship Programme could benefit you.



### 2.1 What is the Santander SME Internship Programme?

Santander Universities SME Internship Programme provides part funding to the University to support final year students/ recent graduates on 12 week internships with SME's.

The Santander University SME Internship programme is coordinated in conjunction with the Excel Southampton Internship Programme. However, Santander Internships are only available for final year students or recent graduates.

## 2.2 Who is eligible for an Excel Southampton Internship?

- ✓ The Excel Southampton Internship Programme is exclusive to students enrolled on a course at the University of Southampton, or recent graduates from the University
- ✓ Undergraduate students on any course
- ✓ Masters students
- ✓ PhD students may apply, but can only work during their eight week annual leave period and must liaise with supervisors as to availability to complete an internship
- ✓ Alumni who have graduated less than 12 months prior to the internship start date, are all welcome to apply
- ✓ International students (subject to Visa restrictions) please see visa section for more information
- ✓ On a year abroad, but will be back for the internship, no problem, please feel free to apply
- ✓ It is the responsibility of the student to check that their course does not prohibit them from participating in the Excel Southampton Internship Programme.

## 2.3 Benefits of an Excel Southampton Internships

All Excel Southampton Internships:

- Are paid a minimum of £7.63 an hour
- Have been screened by the Internship Team within the Careers & Employability Service to ensure they will be of direct benefit to your employability
- Are project based, so you will be working on a real life project to contribute to an organisation
- Are EXCLUSIVE to University of Southampton students - less competition
- Are open to all students and recent graduates (unless the internship project requires a specific discipline)
- Will allow you to develop your CV and future applications and give you lots of experience to discuss at interviews
- Are full time during Easter and summer and part time during term, fitting around your studies
- Start with an induction day and end with a reflection session to make sure you get the most out of your internship
- Are eligible to be nominated for an Excel Southampton Award to get recognition for your hard work
- Have support from the Internship Team throughout your internship

## 2.4 What is expected from you?

To ensure that you gain the most from your internship, by partaking in the programme, you agree to:

- Attend our Induction and Reflection Activities (if undertaking an Easter or summer internship)
- Inform the Excel Team of any changes to your circumstances which affect your ability to undertake or complete your internship
- Complete any documentation sent to you by the Excel team or your supervisor as instructed in a prompt manner
- Complete our feedback forms upon completion of your internship
- Attend the Awards Ceremony in September to celebrate all the achievements whilst on internships

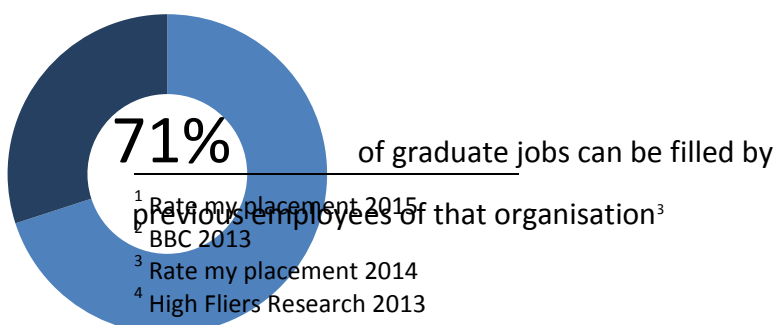
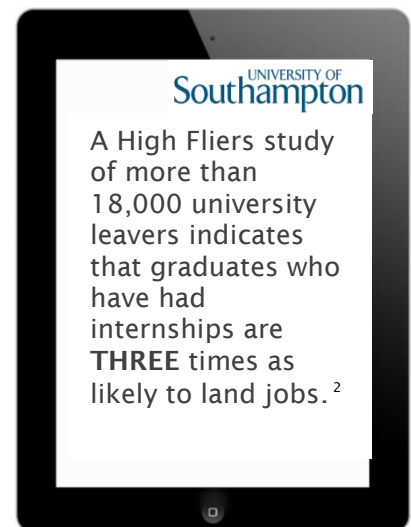
### IMPORTANT

Whilst on your internship you are considered a 'temporary employee' and as such are expected to observe and act in accordance with the Employers codes of conduct and other policies. However, at all time you remain a student of the University of Southampton, you must therefore remain aware that you are representing the University and abide by the Universities Policies.

## 3. WHY IS AN INTERNSHIP IMPORTANT FOR YOUR FUTURE?



“Without work experience 52% of graduate employers rate your chances of receiving a graduate job offer as ‘not very likely’.”<sup>1</sup>



## 4. Application process

To apply for an internship position you will have to log onto your MyCareer portal, our dedicated careers system and search for Excel Southampton Internship positions at <https://mycareer.soton.ac.uk/home.html> .  
“Work experience is no longer an optional extra for university students, it’s an essential part of preparing for the graduate job market”.<sup>4</sup>

Alternatively, head to our website here

<http://www.southampton.ac.uk/careers/students/work-experience/excel.page> and go to the ‘Apply here’ tab to be directed to the relevant area in MyCareer.

You will be asked to answer 5 questions in detail and provide an up to date copy of your CV. We often receive a lot of applications for positions so make sure you include as much detail as possible increase your chances of progressing.

If you would like help with your application, you may wish to use a variety of services at the Careers and Employability Service such as the Drop-In Service, CV and application workshops for general help with your application in Building 37. More information can be found at <http://www.southampton.ac.uk/careers/students/talk-to-an-advisor.page>

### 4.1 When are internships advertised?

Internships are advertised on the first Monday of every month between October and May (except bank holidays).

The table below shows the dates when vacancies will be open for applications as well as the closing dates and advised interview periods.

Internship advertisement dates			
Month	Vacancies Open	Vacancies Closed	Advised Shortlisting & Interview Period
October	5 <sup>th</sup> October	25 <sup>th</sup> October	2 <sup>nd</sup> – 13 <sup>th</sup> November
November	2 <sup>nd</sup> November	22 <sup>nd</sup> November	30 <sup>th</sup> November – 11 <sup>th</sup> December
December	7 <sup>th</sup> December	24 <sup>th</sup> January	1 <sup>st</sup> – 12 <sup>th</sup> February
January	4 <sup>th</sup> January	24 <sup>th</sup> January	1 <sup>st</sup> – 12 <sup>th</sup> February
February	1 <sup>st</sup> February	28 <sup>th</sup> February	7 <sup>th</sup> – 18 <sup>th</sup> March
March	7 <sup>th</sup> March	30 <sup>th</sup> March	4 <sup>th</sup> -15 <sup>th</sup> April
April	4 <sup>th</sup> April	24 <sup>th</sup> April	3 <sup>rd</sup> – 13 <sup>th</sup> May
May	3 <sup>rd</sup> May	22 <sup>nd</sup> May	30 <sup>th</sup> May – 10 <sup>th</sup> June

### 4.2 Shortlisting

Internships are advertised by the Excel Southampton Internship Team and any questions you have should be directed to the Excel Southampton Internship Team until such a time as your application is passed to the employer, of which you will be advised.

The Excel Southampton Internship Team shortlist student applications before forwarding the successful applications to the employer for consideration.

You will receive an email from the internships team advising you of whether or not your application has been submitted to the host organisation for interview consideration within 1 week of the closing date of the vacancy. If you do not receive an email please do get in contact with us so we can provide you with an update.

If you have been informed by the Excel Team that your application and CV has been forwarded to the Host Employer and have not received notification from the Employer within 4 weeks of the closing date please contact **internships@soton.ac.uk**

### 4.3 Interviews

If your application and CV has been successfully sent to the host employer, they will decide whether to invite you to interview. Interviews will be managed by the employer directly, as will contracts and start dates. It is the employer's decision as to which interview method they wish to conduct. Therefore an interview could be anything from an assessment centre or telephone call to an individual interview.

### 4.4 Decision Outcome

If you are successful in securing an interview, you will be contacted directly by the employer, likewise, if you are unsuccessful you shall be informed by the employer. Once we have been informed of your appointment you will be sent the relevant documentation to complete for your internship to commence.



## 5. INDUCTION, REFLECTION AND AWARDS

### 5.1 Induction and Reflection

All students undertaking a vacation internship through the Excel Southampton Internship Programme are required to attend an Induction and Reflection day, this is something that Internship hosts will be aware of.

For dates please see the key internship dates table below (there will be no Induction day for term-time internships)

Key Internship Dates	
Key Event	Date
Easter Internship Induction	Wednesday 16 <sup>th</sup> March 2016

Summer Internship Induction	Friday 24 <sup>th</sup> June 2016
Easter Internship Reflection	Wednesday 20 <sup>th</sup> April 2016
Summer and term time Internship Reflection	Thursday 15 <sup>th</sup> September 2016
Excel Southampton Awards Ceremony	Thursday 15 <sup>th</sup> September 2016

## 5.2 Excel Southampton Awards Ceremony and Nominations

As part of the Excel Southampton Internship Programme we provide an Awards evening for students and employers, which this year will take place on Thursday 15th September 2016. It is an occasion to network and socialise with employers and your fellow interns, and a time to recognise the achievements of students who have performed exceptionally throughout their internship.



Award nominations will be requested from your employers in August. Likewise students can also nominate employers for awards but you will receive reminders closer to the event

## 6. PAY AND TAX

Every Excel Southampton Internship is a paid position, the minimum rate a student will be paid is £7.63 an hour. Some employers may wish to increase the hourly rate, but this will be made clear in the job advert/ job description. Internships offered are based on full time working hours of 35 hours a week unless stated otherwise on the job advert (this does not include lunch breaks).

The Excel Southampton Internship Programme cannot provide any further money for any expenses such as travel or accommodation.

### 6.1 How will you be paid?

Depending where you are working you will be paid in different ways:

#### **On Campus Internship**

If you are working on campus for your internship within a Faculty or Professional Services, your pay is coordinated by the Internship Team and Payroll.

#### **Third Sector Internship**



If you are working on campus for your internship within a Faculty or Professional Services, your pay is coordinated by the Internship Team and Payroll.

### All other external Internships (including Santander Universities SME Internships)

The organisation employing you will pay you directly.

#### 6.2 Tax

You may be taxed during your internship, especially if you are working full-time. However, if you do not earn more than the personal allowance for income tax, which is currently, £10,600 in a tax year you may be eligible for a tax rebate. For more information about income tax please head to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

#### 6.3 Annual leave allowance

As fixed term/temporary employees of the employer organisation you are entitled to accrue annual leave for the period worked, our recommendation can be seen in the table below:

Length of Internship	Recommended Annual Leave
12 weeks	4.5 days
8 weeks	3 days
4 weeks	1.5 days

However, the date of any annual leave you may wish to take is decided between you and your employer.

If you become ill during your internship and are unable to work, you may be eligible for Statutory Sick Pay (SSP). Please visit the gov.uk webpage for further information <https://www.gov.uk/employers-sick-pay/overview> and discuss with your employer.

## 7. VISAS

Students who are studying at the University under a Visa may be eligible to apply to the Excel Southampton Internship Programme. All Tier 4 (General) students on degree-level courses from outside the European Economic Area (EEA) subject to immigration control are permitted to work part-time in term-time and full-time in vacations.

Tier 4 (General) students on degree level courses:

- May not work more than 20 hours per week in term-time, except in the case of an agreed work internship which forms part of the course
- May work full time during vacation periods
- May work full time in the period between the programme end date and the Visa expiry date

Students enrolled on Masters Courses are not treated as being on vacation over the summer until the end of their course (the CAS statement will show this date). Masters students working hours are restricted to a maximum of 20 during this time.

If you are an international student you will need a national insurance number before you start your internship, please consider that this can take up to 6 weeks so make sure to do

this well in advance. To get a National Insurance Number you need to contact the Job Centre Plus on **0845 6000 643**.

If you are unsure of anything in regards to visa's please contact the visa team here:  
[visa@soton.ac.uk](mailto:visa@soton.ac.uk)

## 8. BLOG, YEARBOOK AND FEEDBACK

### 8.1 Blog

Last academic year we set up a blog for students and employers to share their internship experiences. It is a fantastic opportunity to share your internship experiences, see what your fellow students have been involved in and give you ideas of the types of internships we provide, so please feel free to explore the blog here -  
<http://generic.wordpress.soton.ac.uk/excelinternships/>.

### 8.2 Yearbook

Every year we ask for contributions from you for the Internship Yearbook. Your contribution to the yearbook is crucial to showcase your achievements and the role you have played in delivering something of benefit to your host employer. Many employers over the last academic year have commented on the impressive achievements made by our students whilst on internship previously. As such, this is an important opportunity for you to showcase your achievements and impress employers with your skills

### 8.3 Feedback

Every year we look to improve our processes and service to both students and employers. To help us achieve this we send out a feedback survey to internship employers to gauge areas that we can improve. Therefore, it is crucial that we receive this feedback to allow us to provide the best service possible, so please spare time to help influence our decision making.

## 9. CONTACT US

For any queries related to the internship programme or if you if you would like to speak to a member of our team please feel free to contact us on:

### **Excel Southampton Internship Program**

Tel: 023 8059 3501

Email: [internships@soton.ac.uk](mailto:internships@soton.ac.uk)

### **Careers and Employability Service**

For details of the careers information, advice and guidance offering from the Careers and Employability Service and how you can benefit from this please open the following link to head to the University of Southampton's Careers Homepage  
<http://www.southampton.ac.uk/careers/students/index.page>

