



Careers and Employability Service

**Excel Southampton Internship Programme**  
Santander Universities SME Internship Programme

**Employer Handbook 2016/17**



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# 1. INTRODUCTION

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The Excel Southampton Internship Programme specialises in providing professional support for local and national organisations seeking to recruit students for 4-12 weeks during vacation periods and/or term-time.

We work with organisations of various sizes, **across all business sectors**, whether you have previous experience of setting up student internships, or require assistance with developing your first opportunity.

**Appointing a student from the University of Southampton will enable you to enjoy a number of benefits including:**

- Access to high calibre students from a Russell Group University ranked among the top 1% of universities worldwide
- Exploring fresh approaches to organisational needs through enthusiastic students
- Capitalising on theoretical knowledge from a range of disciplines
- A streamlined recruitment process, saving time and money
- Enjoying an additional resource to provide dedicated time to a specific project

**What the Internship Team will do for you:**

- Advertise your internship opportunity on your behalf
- Market your internship to the relevant students
- Screen student applications to form an initial short-list of candidates
- Provide your chosen intern with a generalised training day prior to the internship commencing
- Provide part funding towards the salary of your chosen intern
- Invite you to the prestigious annual Employability Excellence Awards

At the University of Southampton, we recognise that enhancing our students' employability is key to the success of our graduates. By providing a worthwhile project that offers good work experience, employers will enhance a student's CV and help to support their long term career goals. In recognition of this, we will provide shared funding for internships with Third Sector organisations benefiting from full funding for 4 week internships.

## 2. HOW THE INTERNSHIP PROGRAMME WORKS

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### 2.1 What Defines an Excel Southampton Internship?

- An Excel Southampton Internship lasts between **4-12 weeks** over a vacation period or during term-time
- All vacation internships are usually full-time, and term-time internships part-time to coincide with student studies, with the exception of international students on a Tier 4 Visa who have restrictions on hours of work performed
- Excel Southampton Internships are paid; please see section 3.1 for full payment details
- When agreeing to advertise through the Excel Southampton Internship Programme, it is a mandatory requirement that internships are exclusive for University of Southampton students
- The programme is coordinated by the Careers and Employability Service and all student applications are submitted via the Excel Southampton Internship Team
- The internship should provide the student with the opportunity to develop or work on a project of importance to the employer. This project should be embedded within the long-term strategy of the employer
- It is the responsibility of the employer to assign a project supervisor who is available to meet with the student on a regular 1:1 basis throughout the internship
- Internships must be UK based
- Internships are available to all undergraduate and postgraduate taught students from any discipline as well as students who graduated in 2016
- Internships must begin and finish within the same academic year, these dates are: 29<sup>th</sup> September 2016 – 27<sup>th</sup> September 2017
- Full-Time Excel Southampton Internships are based on a 35 hour working week

### 2.2 Employer Eligibility

- ✓ Must be a registered company with Companies House
- ✓ Third Sector organisations must be a registered Third Sector organisation (i.e. Charity)
- ✓ Employers must have a Health & Safety policy
- ✓ The internship offered must be based in the UK
- ✓ Employers must have the appropriate Employer Liability Insurance to cover internships
- ✓ Employers must ensure students work on a project of importance to the organisation. For examples of projects from the internship programme, please refer to the 'Yearbook' which can be found on the website
- ✓ Project must be exclusive to University of Southampton students
- ✓ Project must be paid, we do not support unpaid internships

### 2.3 Dates and Duration of Internship

#### Vacation Internships (Easter and summer)

Internships can range from **4-12 weeks** in length during University vacation periods, depending on the needs of the employer. The student should be employed to work a

maximum of 35 hours per week (Tier 4 Visa Masters students are entitled to work a maximum of 20 hours per week during term-time dependant on visa restrictions).

A 4 week internship is equivalent to 140 hours work (based on 35 hour working weeks) which is the minimum internship length we can accept. A 12 week internship is equivalent to 420 hours which is the maximum we can accept.

Students are able to work part time hours during which would enable employers to spread out the amount of hours over a longer period of time. For example, an 8 week summer intern starting in July could work 20 hours a week for 14 weeks which equates to 280 hours, the same as an 8 week internship.

The 2016/17 University vacation periods offer internship opportunities from:

- **Easter internships** - Monday 27<sup>th</sup> March 2017 to Friday 21<sup>st</sup> April 2017
- **Summer internships** - Monday 26<sup>th</sup> June 2017 to Friday 15<sup>th</sup> September 2017

Should an employer wish to extend the internship beyond 12 weeks, it may be acceptable to do so; however, the employer must be able to continue the student's financial support and agree terms independently with the student, outside of the Excel Southampton Internship Programme.

The Internship Team must be informed immediately of any changes to start date, end date, internship length or hours being worked overall. If we are not informed, this may affect student payment and employer invoicing.

## 2.4 Term-time Internships

- We are able to facilitate a limited number of part-time internships during term-time.
- Term-time internships must be undertaken during the University academic year; however students may also be available to continue their internship over the Christmas and Easter break.
- Term-time internships must not just be part-time work but must be a project based term-term internship
- Term-time dates for 2016/17 are:

- **Autumn Term** Thursday 29<sup>th</sup> September 2016 to Friday 16<sup>th</sup> December 2016
- **Spring Term** Monday 9<sup>th</sup> January 2017 to Friday 24<sup>th</sup> March 2017
- **Summer Term** Monday 24<sup>th</sup> April 2017 to Friday 16<sup>th</sup> June 2017

- When applying to host a term-time student internship, please take into account student studies, exams and dissertations. Students have the responsibility to ensure an internship does not have a negative impact on their progress/study
- During term time we advise that students work a **maximum of 40 hours per month**; however they can work more hours during vacation periods
- Term-time internships must consist of a **minimum of 140 hours** (equivalent to a 4 week full-time internship) to qualify for funding
- The start and end date of the internship, as well as the total internship length in hours, must be included in the job description
- It is the responsibility of the employer and student to agree upon how the hours will be worked during the internship. For example, you may wish to apply to employ a student working on a 150 hour internship starting in February and ending in June; working an average of 30 hours per month, for 5 months. During the run up to their exams the student may wish to work slightly less, however work more over the Easter break to

accommodate for this. We advise agreeing these possible flexibilities with your student prior to the internship commencing.

## 2.5 How to apply to the Internship Programme

The Excel Southampton Internship Programme welcomes applications to employ single/multiple student internships in a range of business sectors.

All employers wishing to apply to the Excel Southampton Internship Programme must register on MyCareer, our dedicated careers system.

To apply to the Excel Southampton Internship Programme, please follow the steps below.

### Step 1

Register your company and post your internship to the Excel Southampton Internship Programme on MyCareer: <https://mycareer.soton.ac.uk/>

### Step 2

Complete a Job Description and Person Specification (template located on the website in useful downloads)

### Step 3

Complete the Health & Safety Questionnaire (located on the website in useful downloads)

For more information on how to use MyCareer please use the employer's guide to using MyCareer available on the website.

Within the job description employers should;

- Outline the project in detail
- Describe the specific skills and qualifications desired

The information provided here will be used directly to market the opportunity to students. Therefore, please ensure the content is interesting and will appeal to students, to attract a higher number of applications.

Without a completed employer application and Job Description & Person Specification & Health & Safety Questionnaire we will not be able to consider an internship opportunity.

Please note, we require separate applications for different internship opportunities. Therefore, if employers wish to appoint multiple students to work on different projects, multiple applications must be submitted.

Employers will receive notification of the outcome of their application once we have received the online application including the Job Description and Person Specification and Health & Safety Questionnaire.

Due to the necessity to provide students with a wide range of opportunities as well as limited funding, we cannot guarantee that each completed application form will be approved onto the Excel Southampton Internship Programme.

## 2.6 Recruitment Timeline

Internship vacancies will be advertised to the student body on the first working Monday of each month, and will be open to student applications for a 3 week period from that date. Adverts will be promoted monthly from 3<sup>rd</sup> October 2016 until 1<sup>st</sup> May 2017.

Please see the table below highlighting internship advertisement dates for this academic year:

Key Internship Dates					
Month	Employer Application Deadline	Vacancies Open	Vacancies Closed	Proposed Shortlisting & Interview Period	Deadline to inform us of Selected student
October	28 <sup>th</sup> September	3 <sup>rd</sup> October	23 <sup>rd</sup> October	31 <sup>st</sup> October – 11 <sup>th</sup> November	18 <sup>th</sup> November
November	2 <sup>nd</sup> November	7 <sup>th</sup> November	27 <sup>th</sup> November	5 <sup>th</sup> – 16 <sup>th</sup> December	23 <sup>rd</sup> December
December	30 <sup>th</sup> November	5 <sup>th</sup> December	22 <sup>nd</sup> January	30 <sup>th</sup> January – 10 <sup>th</sup> February	17 <sup>th</sup> February
January	21 <sup>st</sup> December	3 <sup>rd</sup> January	22 <sup>nd</sup> January	30 <sup>th</sup> January – 10 <sup>th</sup> February	17 <sup>th</sup> February
February	1 <sup>st</sup> February	6 <sup>th</sup> February	26 <sup>th</sup> February	6 <sup>th</sup> – 17 <sup>th</sup> March	24 <sup>th</sup> March
March	1 <sup>st</sup> March	6 <sup>th</sup> March	26 <sup>th</sup> March	3 <sup>rd</sup> -14 <sup>th</sup> April	21 <sup>st</sup> April
April	29 <sup>th</sup> March	3 <sup>rd</sup> April	23 <sup>rd</sup> April	1 <sup>st</sup> – 12 <sup>th</sup> May	19 <sup>th</sup> May
May (This opportunity to advertise internships is a last resort – student interest is low as they have exams and dissertation deadlines and many will have already secured summer internships)	26 <sup>th</sup> April	2 <sup>nd</sup> May	21 <sup>st</sup> May	29 <sup>th</sup> May – 9 <sup>th</sup> June (Please be mindful that student exam period is between 22 <sup>nd</sup> May – 11 <sup>th</sup> June, however different subject areas finish sooner than others)	16 <sup>th</sup> June (Must inform us ASAP as we need at least 4 weeks before start date to set students up)

Please note – Due to the Christmas vacation and University closure, the December vacancy closure dates will be extended until 22<sup>nd</sup> January 2017. The last date to advertise Easter Internships will be 6<sup>th</sup> February 2017.

Once the vacancy closes; the Internship Team will sift applications and forward a shortlist for the employer’s consideration.

## 2.7 Advertising and Marketing of Internship positions

The details provided in the employer application form, along with the job description and person specification will form the vacancy advert.

Opportunities will be marketed by the following methods:

- Careers and Employability Service e-newsletter to students
- Excel Southampton Internship Programme website



- MyCareer System
- Careers and Employability Service and Student Services plasma screens across campus
- Careers and Employability Service Internship Programme workshops in the student Events Calendar
- Promotion through the University's 8 Faculties
- Printed media campaigns advertising the internship programme i.e. posters around campus, adverts in student publications and flyers
- Appropriate social media platforms

If vacancies do not attract a sufficient number of suitable applications the first time they are advertised, they will be re-advertised the following month. Please note, vacancies will only be advertised twice. There is no guarantee that by advertising an internship opportunity suitable applicants will be found.

## 2.8 Recruitment Process for Students

Students will apply to internship vacancies through 'my career'. Student applications consist of a CV and application form asking them the following generic questions:

The student will be expected to provide the following information:

- Explain why they wish to work for the organisation
- What relevant work experience do they have for the internship
- What skills and knowledge can they bring to the role

Shortly after the closing date, applications will be reviewed by the Internship Team and, based on the quality of the applications, a list of candidates will be forwarded to the employer.

## 2.9 Interviews

We require employers to interview chosen candidates shortly after receiving their list of applicants. This ensures that employers are able to select their first choice of candidate. Interview schedules must be co-ordinated by the employers and are not the responsibility of the Careers and Employability Service.

The Careers and Employability Service has purpose built interview rooms, fully equipped with internet access, which are available to employers if required. These facilities are free of charge and should be booked through the Internships Team at the earliest opportunity.

Once interviews are complete and your preferred student has accepted your offer, the Internship Team must be informed immediately to enable time to send the relevant documents to both employer and student. If we are not informed of the student's identity before they start or we do not receive the signed internship agreement, we may no longer be able to support the internship.

**It is the employer's responsibility to notify both successful and unsuccessful students.**

## 2.10 Nominated students

All internship positions should be advertised to the student body for fair and competitive recruitment. However, on a case by case basis we will consider employers nominating their own student. This may be a student that an employer has met, whether at a careers fair, on campus event or has previously worked for the organisation. For all internship opportunities, even if the student has been nominated, it is a requirement that we receive a completed



application form and CV from the nominated student, as well as an application from the employer.

Please note if an employer chooses to nominate a student, it is at the discretion of the internship Team whether this opportunity can be supported by the Excel Southampton Internship Programme

## 2.11 Training Session

Students, who have accepted an internship during one of the vacation periods, are expected to attend the Training Session coordinated by the Careers and Employability Service (please note that term-time internships do not receive a Training Session).

We have a partnership with IBM to provide the Training Session and it's a great opportunity for students to experience world-class training. IBM have developed a programme of activities, organised to help give students the best possible foundation to commence their internship. It's important for hosts to ensure that students attend the Training session as it forms a core part of the student's internship experience and as such, is a fundamental condition on us supporting an internship.

Dates are as follows:

- **Easter Training Session** – Wednesday 22<sup>nd</sup> March 2017
- **Summer Training Session** – Friday 23<sup>th</sup> June 2017

This will be an opportunity for the students to gain information on a variety of topics before the internship commences. This includes:

- Business etiquette and behaviour in the workplace
- Financial planning related to salaried employment
- Internship workshops
- Previous internship employers and student experiences
- General Microsoft Office and Outlook training for the workplace

Although the Careers and Employability Service will provide a generic Training Session for Easter and summer internship students as outlined above, it is the responsibility of the employer to provide a formal company induction and any necessary in-house training. This may include:

- Additional software training
- Appropriate Health & Safety training

## 2.12 Reflection Activity and Excel Southampton Awards Ceremony

Towards the end of their internship, students are required to attend a Reflection Session. The session will take the form of unique workshops and is considered extremely important to help students identify the work-based skills they have acquired during their internship. Dates are as follows:

- **Easter Reflection** – Wednesday 26<sup>th</sup> April 2017
- **Summer and term-time Reflection** – October 2017

During October 2017 we will be holding our annual Employability Excellence awards for all work experience opportunities held during the 2016/17 academic year. We will be taking this opportunity to celebrate the unique and valuable contribution our students have made during their internships and also recognise the fantastic opportunities provided by employers, with employers and students having the opportunity to nominate each other for prestigious.

If you apply to the programme and your internship is accepted, we advise that you pencil this date into your calendar as soon as possible. Invitations and further information on how to nominate your student for an award will be sent out during the summer vacation.

### 2.13 Internship Agreements

Internship agreements will need to be completed and signed once employers have selected a student for the internship. These are sent to employers once the Internship Team is informed of the selected student. Internships will not be able to commence until this agreement is signed by the employer and the student, then returned to the Internship Team.

**It is important to note that the internship agreement is not a legally binding agreement. Host employers should ensure there is a written or verbal employment contract in place.**

Employers will be expected to co-ordinate appropriate Health & Safety training required for the student to begin working and maintain appropriate insurance to cover the student for the duration of the internship.

#### Any changes to an Internship

If for any reason a student is unable to complete an internship or the duration needs to be changed the Internship Team must be informed immediately. Any other issues or queries please do not hesitate to get in contact and a member of the team will be more than happy to help.

## 3. FUNDING

### 3.1 Student Payment

The Excel Southampton Internship Programme is based on a shared funding scheme. All private and public organisations hosting a student must meet 70% of the student's salary with the University subsidising the outstanding 30%.

Charities and Third Sector organisations can apply for a 4 week fully funded Easter, summer or term-time internship (see section 5). For information on the Santander funding, please see section 6. The funding contribution made by the University shall not in any event exceed the amount set out in the table below:

Excel Southampton Internship Programme Costs <sup>1</sup>	
Hourly Rate	£7.87
Cost per week (based on 35 h/w)	£275.45
Equivalent Annual Salary	£14, 323.40
Total Cost covered by University of Southampton Per Week <sup>2</sup>	£82.63
Total Cost to Employer Per Week <sup>3</sup>	£192.82

<sup>1</sup> As of August 2016

<sup>2</sup> Per internship offered

<sup>3</sup> Per internship offered

Employers must pay the student monthly in line with their payroll (excluding Third sector organisations, see section 5). The University of Southampton requires that students are hired at a minimum hourly rate of £7.87 during the internship period. If the employer wishes to hire the student at a higher hourly rate than recommended, all additional pay must be fully funded by the employer.

### 3.2 Tax/HMRC

It is the responsibility of the host employer to make the necessary deductions from the student's wages for Income Tax and National Insurance Contributions.

### 3.3 Invoicing the University

Once the internship is near conclusion, the University will raise a Purchase Order for the funding based on the agreed duration of the internship up front. This will be in line with the amount highlighted in section 3.1. The University can then be invoiced for its portion of the funding within 30 days of the conclusion of the internship.

### 3.4 Annual Leave and Sick Pay

As fixed term/temporary employees of the host organisation we recommend that students accrue annual leave for the period worked as highlighted in the table below:

Length of Internship	Recommended Annual Leave
12 weeks	7 days
8 weeks	4.5 days
4 weeks	2 days

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

If the student is ill during the internship and unable to work, they may be eligible for Statutory Sick Pay (SSP). Please visit the gov.uk webpage <https://www.gov.uk/employers-sick-pay/overview> to identify whether this is applicable.

### 3.5 Penalties

Employers which have been accepted onto the Excel Southampton Internship Programme and subsequently withdraw from the internship programme will be invoiced for a percentage contribution of the total student payment<sup>4</sup>. This will be determined by the stage of recruitment reached and reflective of resources invested up to that time. All penalties will be used to fund further internships under the Excel Southampton Internship Programme. Charges are as follows<sup>5</sup>:

<sup>4</sup> The total Payment payable to the student had the internship been completed in full

<sup>5</sup> Penalties will not apply if the University is unable to provide a pool of 3 candidates meeting your minimum criteria, who are available to take an internship at the preferred time

Stage of withdrawal from the Excel Southampton Internship Programme:	Contribution of Total Student Payment	Penalty Payable <sup>6</sup> :		
		12 week Internship	8 week Internship	4 week Internship
After vacancy advertised to students	1/6	£534.10	£356.07	£178.03
After list of applicants sent to employer	1/4	£801.15	£534.10	£267.05
After student appointment	1/2	£1602.30	£1068.20	£534.10
After internship has begun	2/3	£2136.40	£1424.27	£712.13

### Universities right to withdraw students

The student is considered a ‘temporary employee’ and as such is expected to observe and act in accordance with the employers codes of conduct and other policies. However, the student remains at all times a student of the University of Southampton. The University has a duty to safeguard students and as such, in extreme circumstances, we have the ability to terminate agreements and withdraw students from internships.

## 4. VISAS

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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. It is important to note that

Tier 4 (General) students on degree level courses:

- May not work more than 20 hours per week in term-time (as per official University Term dates), except in the case of an agreed work internship or placement 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). Their working hours are restricted to 20 or less during this time.

It is the responsibility of the employer to check that the student has permission to work for them.

<sup>6</sup> Values shown are based on example internship lengths of 12, 8 and 4 weeks

## 5. THIRD SECTOR INTERNSHIPS

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The University of Southampton endeavours to provide opportunities within a broad range of organisations for students. This includes Third Sector organisations where great internship opportunities are extremely beneficial to both employers and students. Within many Third Sector organisations there is often a lack of financial resources available to provide such opportunities, which is why the Excel Southampton Internship Programme collaborates with Third Sector organisations to provide 4 week fully funded internships.

### 5.1 Eligibility

In addition to the Excel Southampton Internship Programme eligibility criteria in section 2.2, there are further requirements that must be met. In order to apply for a Third Sector internships you must be a registered not-for-profit organisation and have sufficient staff resource to support a 4 week internship.

### 5.2 How to Apply

Please refer to section 2.4.

### 5.3 Timeline and Duration of Internship

The University is able to fully fund 4 week internships during the dates located in section 2.2. This is based on students working 35 hours a week which equates to 140 hours overall. These 140 hours can be worked on a part time basis. For example a 4 week summer Intern starting in July could work 35 hours a month for four months which equals the 140 hour total.

### 5.4 Student Payments

For Third Sector internships, the University will coordinate the payment to the student directly. It is not the responsibility of the Third Sector organisation to coordinate any form of payment or tax.

It is therefore the role of the Third Sector organisation to ensure the agreed internship dates are accurate and all relevant documentation is completed and returned to the Internship Team before the student begins or we may be unable to support the internship.

**We must be informed of the successful student before they start the internship and must be given at least 4 weeks before the start date to process all the legally required checks and set the students up. If we are not informed of the student's identity before they start with the required lead time, we may no longer be able to support the internship.**

Excel Southampton Internship Programme Costs <sup>7</sup>	
Hourly Rate	£7.87
Cost per week (based on 35 h/w)	£275.45
Equivalent Annual Salary	£14, 323.40
Total Cost covered by University of Southampton Per Week <sup>8</sup>	£275.45
Total Cost to employer Per Week <sup>9</sup>	£0

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<sup>7</sup> As of September 2016

<sup>8</sup> Per internship offered

<sup>9</sup> Per internship offered



## 6. SANTANDER UNIVERSITIES INTERNSHIP PROGRAMME

The Excel Southampton Internship Team is able to facilitate The Santander Universities Internship Programme. It falls under the same criteria, requirements and point of contact as an Excel Southampton Internship as seen in sections 2, 3 & 4, the only differences are the eligibility requirements.

### 6.1 Company Eligibility

- Must have 250 employees or less.
- Must have an annual turnover of fifty million pounds or less (£50,000,000).
- Must be registered and based in the UK.
- Organisations can be companies, sole traders, partnerships and charities.
- Able to recruit up to 5 interns through the programme cycle, but can only fund an individual intern once through the programme.
- Companies must agree to pay the intern through their company payroll system.

### 6.2 Intern Eligibility

Candidates must be current students or graduates of the University of Southampton, but can be from any year group and any academic background.

Santander Universities SME Internship Programme	
Hourly Rate	£8.57
Cost per week (based on 35 h/w)	£299.95
Equivalent Annual Salary	£15,597.40

### 6.3 Funding

Santander Universities SME Internship Programme	
Hourly Rate	£8.57
Cost per week (based on 35 h/w)	£299.95
Equivalent Annual Salary	£15,597.40

Internship Length (in weeks)	1	2	3	4	5	6	7	8	9	10
Santander Funding	£300	£600	£450	£600	£750	£900	£1050	£1200	£1350	£1500
SME contribution	-	-	£450	£600	£750	£900	£1050	£1200	£1350	£1500

### 6.4 Terms

Companies offering internships through the Santander Universities SME Internship Programme agree to advertise and offer the internships exclusively to University of Southampton students and graduates through the MyCareer portal.

Each internship must last between 1 and 10 weeks, based on a 35 hour week unless prior agreement is obtained from the University of Southampton's Programme Manager.

Each intern and SME may be asked to complete an evaluation after completion of an internship.

Santander Universities will use the comments and data in these evaluations for internal research purposes. Where agreed, they will also use this information for external marketing of Santander products and services.

Information about the internship will be input into the Santander Internships Portal by the University of Southampton's Programme Manager.

## **7. FEEDBACK**

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### **7.1 Feedback**

Every year we look to improve our processes and service to both students and employers. To help us achieve this we send out feedback emails 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.



