

Careers and Employability Service  
**BUSINESS INNOVATION  
PROGRAMME**

Student Guide  
2017/18



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# 1. WHAT IS THE BUSINESS INNOVATION PROGRAMME?

The Business Innovation Programme is an opportunity for ambitious students to help local businesses and not-for-profit-organisations with a real life business issue whilst learning and developing skills. Students will be grouped together from varying subjects of study to complete their given project over 8 weeks. You are expected to put in an average of 4-6 hours a week each, making this a high value work experience opportunity whilst having a low impact on academic commitments.

All eventual clients will submit a project brief to the Work Experience Team. These will then be checked over to ensure the project is suitable and realistic for the 8 week timeframe. We ensure that every project will provide you with an experience you will be able to put on your CV or talk about in an interview.

## 1.1 Who is eligible to take part on the Business Innovation Programme?

- ✓ The Business Innovation Programme is exclusive to students enrolled on a course at the University of Southampton
- ✓ Undergraduate students on any course
- ✓ Masters students
- ✓ PhD students
- ✓ International students
- ✓ It is the responsibility of the student to check that their course does not prohibit them from participating in the Business Innovation Programme

# 2. CONTRIBUTION

All students who participate on the Business Innovation Programme will be given a contribution of £150 upon completion of projects and attendance of the reflection event.

The Business Innovation Programme will provide all students with £50 once the projects have commenced to help with any expenses such as travel. The remaining £100 will be paid upon completion of projects and attendance to the Reflection event.

## 2.1 Benefits of the Business Innovation Programme

- The development of a number of employability skills, such as teamwork, communication, and problem solving, that will enable you to enhance your CV and improve your employability prospects
- Professional training delivered to help you effectively complete the project
- The opportunity to work with a local business or charity on a real business issue
- A contribution of £150 upon completion of projects
- Develop a network of contacts from within the University and externally
- An opportunity to work in a team of peers from faculties that you may not normally engage with
- Team Have support from the Work Experience Team throughout the Programme
- Reflection session to make sure you get the most out of your experience
- Eligible to be nominated for an Employability Excellence Award to get recognition for your hard work



### 3. WHY IS WORK EXPERIENCE IMPORTANT FOR YOUR FUTURE?

*"More than a third of graduate recruiters warned that it was either 'not very likely' or 'not at all likely' that a graduate who'd had no previous work experience would be successful during their selection process and be made a job offer irrespective of academic achievements".*

**High Fliers Research Report 2017**

*"Work experience is no longer an optional extra for university students, it's an essential part of preparing for the graduate job market".*

**Martin Birchall, managing  
director of High Fliers  
Research**

*"An employer may consider a student more favourably if they have some form of work experience and they know them to be a good worker; someone who will make a valuable contribution to their company"*

**The Guardian 2016**



### 3.1 What is expected from you?

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

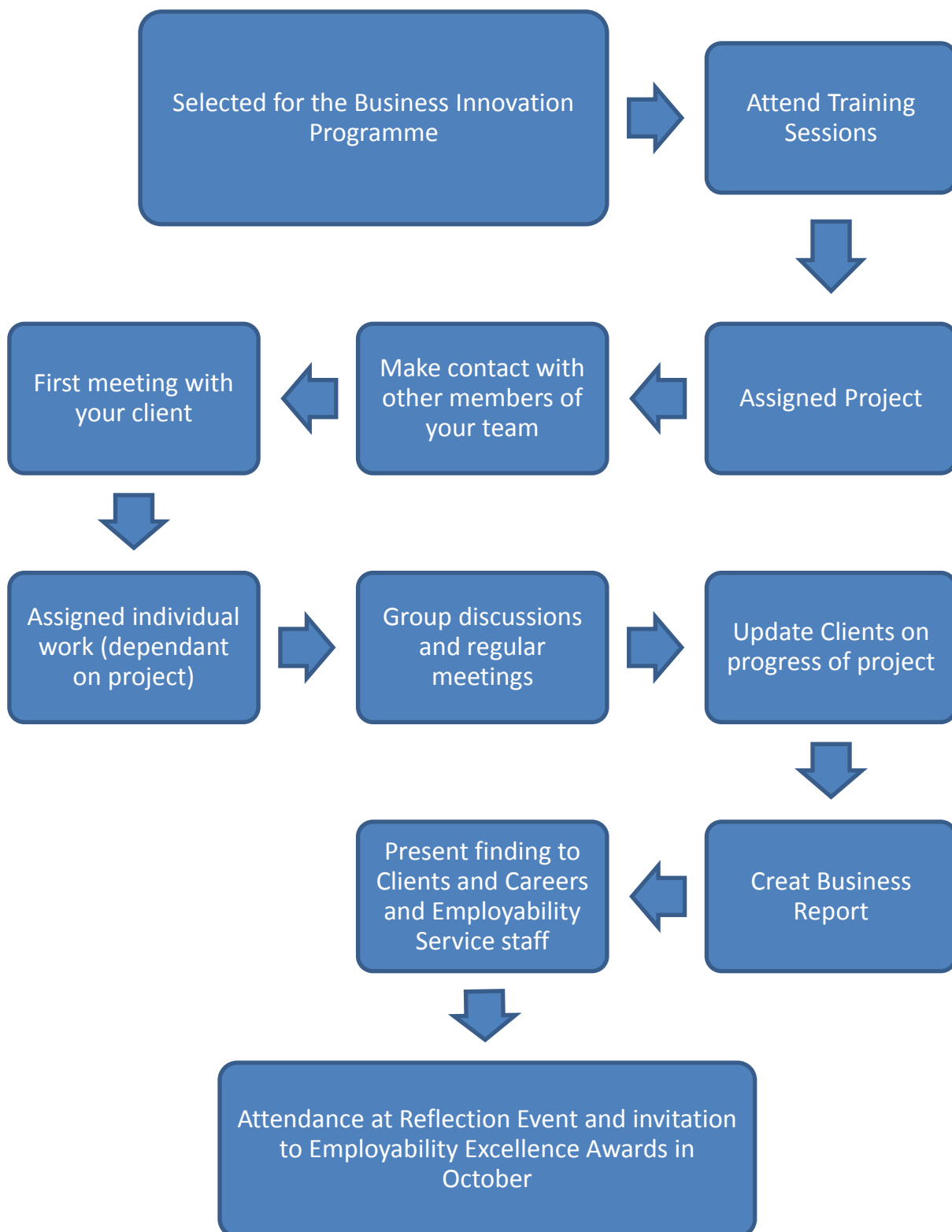
- Attend the mandatory training days and Reflection event
- Liaise with the other members of your team and make contact with your client as soon as possible after the start date
- Arrange an initial meeting with the client and maintain contact with them via email, telephone and face-to-face
- Play an active role in the project alongside your team, and work together to fit around other commitments
- Complete the project within a period of 8 weeks (excluding student vacations)
- Produce a final report and make a team presentation to your client and representatives from the University of Southampton Careers and Employability Service
- Inform the Work Experience Team of any changes to your circumstances which affect your ability to undertake or complete the Programme
- Complete any documentation sent to you by the Work Experience Team or your client as instructed in a prompt manner
- Complete our feedback forms upon completion of the Programme
- Attend the Employability Excellence Awards

#### **IMPORTANT**

Whilst taking part on the Business Innovation Programme you are acting as an 'Amateur Consultant'. However, at all times you remain a student of the University of Southampton, you must therefore remain aware that you are representing the University and abide by the University's Policies.



#### 4. BUSINESS INNOVATION PROGRAMME TIMELINE





## 5. APPLICATION PROCESS

To apply for a place on the Business Innovation Programme you will have to log onto the MyCareer portal, our dedicated careers system search for 'Business Innovation Programme' at <https://mycareer.soton.ac.uk/home.html>

Alternatively, head to our website here:

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

You will be asked to answer 2 questions in detail and must provide an up to date copy of your CV. The questions you will need to answer are:

- 1. Why do you wish to be part of the Business Innovation Programme?**
- 2. What skills and experience can you bring to the Programme?**

Because the Business Innovation Programme is experiencing a steady increase in the number of applicants each year, we highly recommend you answer the questions as thoroughly as possible to increase your chances of being successful.

If you would like help with your application, you may want to take advantage of the variety of services offered by the Careers and Employability Service such as the Drop-In Service, CV and application workshops. All available at the Careers Centre located within Building 37. More information can be found at <http://www.southampton.ac.uk/careers/students/talk-to-an-advisor.page>

### 5.1 When can I apply for the Business Innovation Programme?

The Business Innovation Programme takes place twice within the academic year.

Applications open:

- 2017/18 - Semester 2 opens 23<sup>rd</sup> October 2017 until 3<sup>th</sup> December 2017.
- 2018/19 - Semester 1 opens April 2018 until June 2018.

### 5.2 Shortlisting

Once you have submitted your application the Work Experience Team will shortlist all student applications.

You will receive an email from the Work Experience Team advising you whether or not your application has been successful. If you do not receive an email within two weeks of the closing date, please do get in contact with us so we can provide you with an update.



## 6. TRAINING SESSION, REFLECTION AND AWARDS

### 6.1 Training Session and Reflection

All students taking part in the Business Innovation Programme are required to attend a half day Training Sessions and Reflection event, this is something that your clients will be aware of.

**If you do not attend the Training Sessions, you will not be able to take part in the programme.**

For dates please see the key Business Innovation Programme dates table below

Key Dates	
Key Event	Date
Semester 1 Training Sessions	October 2018
Semester 1 Reflection	January 2019
Semester 2 Training Sessions	February 2018
Semester 2 Reflection	May 2018

### 6.2 Employability Excellence Awards and Nominations

As part of the Business Innovation Programme we provide an Awards evening for students and clients during October. It is an occasion to network and socialise with employers and your peers who have taken part in any of our Work Experience Programmes, and a time to recognise the achievements of students who have performed exceptionally throughout their projects.



Award nominations will be requested from your clients once you have completed the Business Innovation Programme. As students, you will also have the opportunity to nominate your client for an award. Further details about nominations will be send out on completion of the project.



## 7. FEEDBACK

Every year we look to improve our processes and service to both students and clients. To help us achieve this we send out a feedback survey to all students and clients who have taken part in the programme 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.

Through participating in our work experience programmes, you may be offered an additional opportunity by your work experience provider. We recommend that you let us know if this occurs to let us explore whether we can formally support your additional opportunity within our established programmes. Opportunities as part of our programmes are vetted and organised to help you have as productive and beneficial an experience as possible.

## 8. CONTACT US

For any queries related to the Business Innovation Programme or if you if you would like to speak to a member of our team please feel free to pop in and see us or contact us on:

### 8.1 Business Innovation Program

University of Southampton, Highfield Campus, Careers Building 37  
Tel: 023 8059 3501  
Email: [workexp@southampton.ac.uk](mailto:workexp@southampton.ac.uk)

### 8.2 Careers and Employability Service

University of Southampton, Highfield Campus, Careers Building 37  
Tel: 023 8059 3501  
Email: [careers@southampton.ac.uk](mailto:careers@southampton.ac.uk)

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>

