

**Careers and Employability Service**

# **EXCEL SOUTHAMPTON INTERNSHIP PROGRAMME**

**Student Guide  
2017/18**

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## 1. INTRODUCTION

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

Each year the Work Experience Team arrange more than 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 2-12 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 Work Experience 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 £8.21 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?

The Work Experience Team is able to facilitate The Santander Universities SME 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.

For more information about the Santander Programme please get in contact with the Internships Team.



## 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 £8.21 an hour
- Have been screened by the Work Experience 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 Work Experience 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 Work Experience 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 Autumn time 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?**

- It allows you to try a field of employment, whether or not it directly relates to your studies, before committing to it as an occupation.
- Completing an internship can add huge value to your CV and you can expect to stand out more to employers as opposed to a candidate who has not taken part in an Internship.
- You can make valuable contacts within a chosen industry which may aid you when looking for a graduate position.
- Discover hidden talents or areas of interest you weren't previously aware of
- It will give you a real insight into the operation, structure and challenges of a business.

*"Working alongside friendly professionals made me feel valued, welcomed and most importantly, challenged. The experience and skills I gained will aid me in later life for sure."*

**Vincent Morse - University of Southampton  
student & Internship at CoolLED**

*"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**

## 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>

You will be asked to answer 3 questions in detail and must provide an up to date copy of your CV. We often receive a lot of applications for positions so make sure 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>

### 4.1 When are internships advertised?

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

The table below shows the dates when vacancies will be open and closed for the respective month.

Key Internship Dates		
Month	Vacancies Open	Vacancies Closed
<b>October</b>	2 <sup>nd</sup> October	22 <sup>nd</sup> October
<b>November</b>	6 <sup>th</sup> November	26 <sup>th</sup> November
<b>December</b>	4 <sup>th</sup> December	21 <sup>st</sup> January
<b>January</b>	5 <sup>th</sup> January	21 <sup>st</sup> January
<b>February</b>	5 <sup>th</sup> February	25 <sup>th</sup> February
<b>March</b>	5 <sup>th</sup> March	25 <sup>th</sup> March
<b>April</b>	2 <sup>nd</sup> April	22 <sup>nd</sup> April
<b>May</b>	7 <sup>th</sup> May	27 <sup>th</sup> May

## 4.2 Shortlisting

The Work Experience Team shortlist student applications before forwarding the successful applications to the employer for consideration. If you should have questions throughout the shortlisting process, contact the Work Experience team and not the prospective Employer

You will receive an email from the Work Experience 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 get in contact with us so we can provide you with an update.

If you have been informed by the Work Experience 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 **workexp@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. TRAINING SESSION, REFLECTION AND AWARDS

### 5.1 Training Session and Reflection

All students undertaking a vacation internship through the Excel Southampton Internship Programme are required to attend a Training Session 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 Training Session	March 2018
Summer Internship Training Session	June 2018
Easter Internship Reflection	April 2018
Summer and term time Internship Reflection	October 2018
Excel Southampton Awards Ceremony	October 2018

Exact dates are to be confirmed and students will be notified of these dates closer to the time.

### 5.2 Employability Excellence Awards and Nominations

As part of the Excel Southampton Internship Programme we provide an Awards evening for students and employers during October 2018 (date to be confirmed). 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 **£8.21** 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 Work Experience 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 Work Experience Team and Payroll.

#### **All other external Internships (including Santander 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, £11,500 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 for External Organisations

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	7 days
8 weeks	4.5 days
4 weeks	2 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.

## 6.4 Annual leave allowance for Internal and Third Sector Organisations

Annual leave entitlement will be accrued through the hours worked and paid at the end of each month. Any time off will be unpaid and must be agreed between Supervisor and Intern.

## 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

**It is important to check term dates to ensure you do not breach your visa restrictions.**

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.

We are happy to speak to employers and see what the opportunities are for part time hours for Tier 4 visa students. Therefore please contact us if you have any concerns regarding the hours.

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. FEEDBACK

In order to ensure the programme is of the highest standard, every year we ask for feedback from both Students and Employers. We will send a web survey shortly after the reflection event and highly value any and all feedback about your experience whilst partaking in an Excel Internship.

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.

## 9. CONTACT US

For any queries related to the Excel Southampton Internship Programme or if you would like to speak to a member of our team, please feel free to pop in and see us or contact us at:

### 9.1 Excel Southampton Internship Program

University of Southampton, Highfield Campus, Careers Building 37

Tel: 023 8059 3501

Email: [workexp@southampton.ac.uk](mailto:workexp@southampton.ac.uk)

### 9.2 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>

