

# Coronavirus (COVID-19): Work Experience Programmes

As we are sure you will appreciate, we are currently in an unprecedented situation with the outbreak of coronavirus, which has significantly affected our programmes. We appreciate that these circumstances may be giving you cause for concern and we are aiming to do everything possible to support you. Therefore, we have put together advice and guidance that relates to all Work Experience Programmes which you may find helpful:

## UoS Internships

- 1) If you have already commenced an internship through UoS Internships, please ensure that you seek guidance from your employer on safe working practices during this pandemic, which may include the option of working remotely. Remote working should be paid as previously agreed and completing your work as planned
- 2) If your employer suggests you are unable to complete your internship (either from their workplace or remotely) [please complete this form](#)
- 3) If you are due to commence an Easter internship, it is at the discretion of your employer whether it will continue, depending on whether they can accommodate remote working. If you receive confirmation from your employer that the internship is not going ahead [please complete this form](#)
- 4) If you have received confirmation that you have been appointed into an internship for the summer, this will go ahead providing circumstances surrounding the current pandemic have improved and the employer is willing to continue
- 5) If you have recently applied for a UoS internship but you have not been informed of the outcome, unfortunately these roles will not be going ahead
- 6) All other advertised roles, that have not yet been appointed will be removed from MyCareer and the programme will cease to source roles until the next academic year

At any point during your internship, if you have concerns about your working environment you can withdraw, but you will be required to notify your employer, the Work Experience Team and [complete this form](#).

The Careers and Employability Team are committed to supporting you and may be able to signpost you to resources that advertise multiple internship opportunities whereby you may be able to secure an alternative role.

## Year in Employment

- 1) If you are currently working on placement, please ensure you liaise with your employer regarding company guidelines and employment practices surrounding coronavirus. If you have any concerns, it is particularly important to share these with your employer and seek advice
- 2) **The minimum requirement for the Year in Employment has now been reduced to 25 weeks (excluding annual leave and sickness)**, which you may already have completed. However, if your employment is postponed (due to coronavirus) prior to completing the minimum number of weeks, this may be subject to the 'Special Considerations' process
- 3) Any Blogs submitted by 15<sup>th</sup> March have been passed to Faculty Employability Leads for feedback
- 4) The Assignment deadline will remain the same eg 1<sup>st</sup> May 2020. All Assignments are submitted through Blackboard and the current pandemic should not affect online submissions
- 5) For students commencing a placement during summer 2020, we advise you to continue making your preparations as planned. We will endeavour to support you as comprehensively as possible, however our delivery throughout the coming months is likely to be via online resources. If the coronavirus situation continues to evolve and students are unable to undertake their placement, we will provide updates accordingly

At any point during your placement, if you have concerns about your working environment you can withdraw. You will be required to notify your employer and the Work Experience Team, comply with your Contract of Employment and ensure you submit your final assignment evidencing that you have met the learning outcomes of the Year in Employment.

## Student Innovation Projects

- 1) To replace the cancelled SIP Reflection session, an online resource has been developed and the link emailed to you
- 2) For student teams who did not have the opportunity to present their proposals to clients, please send your completed report, along with your presentation slides to your client and the Work Experience Team by Friday 20<sup>th</sup> March 2020
- 3) Remaining expenses have now been paid

## Advance Social Mobility Programme

- 1) In light of government guidance regarding non-UK travel, the Advance international opportunity for 2019/20 is currently under review and may be postponed or cancelled
- 2) The Advance Summer School is also postponed until further notice

The Work Experience Team are committed to supporting you and will remain contactable through email at [WorkExp@soton.ac.uk](mailto:WorkExp@soton.ac.uk)