

# 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 our Work Experience Programmes which you may find helpful:

## UoS Internships

- 1) If you have appointed one of our students through the UoS Internship Programme, please provide them with guidance on safe working practices during this pandemic which may include the option of working remotely. Remote working should be paid as previously if they are to remain in the internship
- 2) If your intern is unable to complete their internship (either from your workplace or remotely), they will forward a form for your completion and we would be grateful if you could do so as quickly as possible and return it to [workexp@soton.ac.uk](mailto:workexp@soton.ac.uk)
- 3) If you had planned for an internship to commence at Easter, please would you notify the appointed student whether it will continue and if you are able to accommodate remote working. If you are unable to facilitate the internship once again, please complete the form sent to you by the student and return it to [workexp@soton.ac.uk](mailto:workexp@soton.ac.uk)
- 4) If you have confirmed the appointment of a student into an internship for the summer, we expect this to go ahead providing circumstances surrounding the current pandemic have improved and you are willing to continue
- 5) If you have recently advertised a UoS internship but you have not yet appointed a student, unfortunately this role will not be going ahead at this stage but we may be able to re-advertise at the commencement of the next academic year (September). Applicants have been made aware of this decision
- 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 their internship, if a student has concerns about their working environment they can withdraw but they will be required to notify you as their employer, the Work Experience Team and will also be required to complete the appropriate paperwork.

## Year in Employment:

- 1) If you currently have a student working on placement, please liaise with them to ensure they are familiar with company guidelines and employment practices. If they have any concerns, it is particularly important they share these with you and seek your advice, particularly at this time of uncertainty
- 2) Please reassure them that any Blogs submitted by 15th March have been passed to Faculty Employability Leads for feedback
- 3) Their Assignment deadline will remain as 1st May 2020. All Assignments are submitted through Blackboard and the current pandemic should not affect online submissions
- 4) The minimum requirement for the Year in Employment is 30 weeks, which your student may already have completed. However, if their employment is postponed (due to coronavirus) prior to completing the minimum number of weeks, but there is the possibility of completing their placement by working remotely or by other means, we would be grateful for any support you can offer
- 5) For students commencing on placement during the summer 2020, we advise they continue making preparations as planned. We will endeavour to support them 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 to ensure all students and employers are able to make informed choices

## Student Innovation Projects

- 1) For student teams who did not have the opportunity to present their proposals to clients, they have been asked to send their completed report, along with their presentation slides to you and the Work Experience Team by Friday 20th March 2020
- 2) Remaining expenses are due to be paid to all students imminently
- 3) The next round of projects, for Semester 1 of 2020/21 should open for client project briefs as planned during the summer 2020

The Careers and Employability Team is committed to supporting you as a partner of the University and our students. We appreciate that this is a difficult time for everyone and particularly many companies, local businesses and charities with whom we work. We very much hope that we will be able to collaborate once again in the future, but in the meantime, if you require any further help or support please do not hesitate to contact us through email: [employ@soton.ac.uk](mailto:employ@soton.ac.uk)