

Coronavirus (COVID-19): Work Experience Programmes

Last Updated 28th May 2020

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 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, most likely with remote working
- 3) We will be advertising a limited number of virtual internships that can be completed remotely, these can be found advertised on MyCareer

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.

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 for 2019/20 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) For students commencing a placement during summer 2020, we advise you to continue making your preparations as planned, although please be mindful that your start date may be postponed. We will endeavour to support you as comprehensively as possible
- 4) University of Southampton has taken the difficult decision to suspend all physical international mobility for Semester 1 2020 - 2021 due to the impacts of the COVID-19 pandemic. This decision applies to international Year in Employment Placements

At any point during your placement, if you have concerns about your working environment you may withdraw, so long as you have met the minimum requirement for your placement. You will be required to:

- Notify your employer and the Work Experience Team
- Comply with your Contract of Employment by honouring any notice period
- Submit your final assignment evidencing that you have met the learning outcomes of the Year in Employment

Failure to meet the minimum length requirement will result in the failure of your Year in Employment, unless there are sufficient grounds for 'Special Considerations'.

Student Innovation Projects

- 1) Student Innovation Projects for Semester 1 of 2020/21 have been cancelled

Advance Social Mobility Programme

- 1) The Advance Social Mobility Summer School that was due to commence in June 2020 has been cancelled
- 2) In light of government guidance regarding non-UK travel, the Advance international opportunity for 2019/20 has been cancelled

The Work Experience Team are committed to supporting you and will remain contactable through email at WorkExp@soton.ac.uk