

Careers and Employability Service  
**EXCEL SOUTHAMPTON  
INTERNSHIP PROGRAMME  
HANDBOOK**

2018/19

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## 1. Introduction

The Excel Southampton Internship Programme specialises in providing professional support for local and national organisations seeking to recruit students for 2-12 weeks during vacation periods and/or term-time.

We work with organisations of diverse sizes, **across all business sectors**, whether you have previous experience of offering internships, or require assistance with developing your first opportunity.

Appointing a student from the University of Southampton will enable you to enjoy a number of benefits including:

- Access to high calibre students from a Russell Group University ranked among the top 1% of universities worldwide
- Exploring fresh approaches to organisational needs through enthusiastic students
- Capitalising on theoretical knowledge from a range of disciplines
- A streamlined recruitment process, saving time and money
- Enjoying an additional resource to provide dedicated time to a specific project

What we will do for you:

- Advertise your internship/s on your behalf
- Target relevant students for your internship
- Sift student applications to form an initial short-list of candidates
- Provide your chosen intern with a training day prior to the internship commencing
- Provide part-funding towards the salary of your intern
- Invite you to the prestigious annual Employability Excellence Awards

At the University of Southampton, we recognise that enhancing our students' employability is key to the success of our graduates. By providing a worthwhile project that offers good work experience, employers will enhance a student's CV and help to support their long term career goals. In recognition of this, we contribute funding for internships and Third Sector organisations benefit from full-funding for up to 4 weeks.

## 2. How the Internship Programme works

### 2.1 What Defines an Excel Southampton Internship?

- An Excel Southampton Internship lasts between **2-12 weeks** over a vacation period or during term-time
- Vacation internships are usually full-time, and term-time internships part-time to coincide with student studies, with the exception of international students on a Tier 4 Visa who have restrictions on hours of work performed
- Excel Southampton Internships are paid; please see section 3.1 for full payment details
- When agreeing to advertise through the Excel Southampton Internship Programme, it is mandatory that internships are exclusive for University of Southampton students
- The programme is coordinated by the Careers and Employability Service and all student applications are submitted via the Employer Engagement Team
- The internship should provide the student with the opportunity to develop or work on a project of importance to the employer.
- It is the responsibility of the employer to assign a project supervisor who is available to meet with the student on a regular 1:1 basis throughout the internship

- Internships must be UK based
- Internships are available to all undergraduate and postgraduate taught students from any discipline as well as students who graduated in 2018
- Internships must begin and finish within the same academic year, these dates are:  
1<sup>st</sup> October 2018 – 30<sup>th</sup> September 2019
- Full-time Excel Southampton Internships are based on a 35 hour working week

## 2.2 Employer Eligibility

- ✓ Must be a registered company with Companies House
- ✓ Third Sector organisations must be a registered Third Sector organisation (i.e. Charity)
- ✓ Employers must have a Health & Safety policy
- ✓ The internship offered must be based in the UK
- ✓ Employers must have the appropriate Employer Liability Insurance to cover internships
- ✓ Employers must ensure students work on a project of importance to the organisation.
- ✓ Project must be exclusive to University of Southampton students
- ✓ Project must be paid- we do not support unpaid internships

## 2.3 Dates and Duration of Internship - Vacation Internships (Easter and Summer)

Internships can range from **2-12 weeks** in length during University vacation periods, depending on the needs of the employer. The student should be employed to work a maximum of 35 hours per week (Tier 4 Visa Masters students are entitled to work a maximum of 20 hours per week during term-time dependant on visa restrictions).

A 2 week internship is equivalent to 70 hours work (based on 35 hour working weeks) which is the minimum internship length we can support. A 12 week internship is equivalent to 420 hours which is the maximum we can support.

Students are able to work part-time hours during which would enable employers to spread out the amount of hours over a longer period of time. For example, an 8 week summer intern starting in July could work 20 hours a week for 14 weeks which equates to 280 hours, the same as an 8 week internship.

**The 2018/19 University vacation periods offer internship opportunities from:**

- **Easter internships** - Monday 1<sup>st</sup> April 2019 to Friday 26<sup>th</sup> April 2019
- **Summer internships** - Monday 24<sup>th</sup> June 2019 to Friday 13<sup>th</sup> September 2019

Should an employer wish to extend the internship beyond 12 weeks, it may be acceptable to do so; however, the employer must be able to continue the student's financial support and agree terms independently with the student, outside of the Excel Southampton Internship Programme.

The Employer Engagement Team must be informed immediately of any changes to start date, end date, internship length or hours being worked overall. If we are not informed, this may affect student payment and employer invoicing.

## 2.4 Term-time Internships

- We are able to facilitate a limited number of part-time internships during term-time.
- Term-time internships must be undertaken during the University academic year; however students may also be available to continue their internship over the Christmas and Easter vacation periods.
- Term-time internships must not just be part-time work but be a project based term-term internship

- Term-time dates for 2018/19 are:

- **Autumn Term** Monday 1<sup>st</sup> October 2018 to Saturday 15<sup>th</sup> December 2018
- **Spring Term** Monday 7<sup>th</sup> January 2019 to Saturday 30<sup>th</sup> March 2019
- **Summer Term** Monday 29<sup>th</sup> April 2019 to Saturday 15<sup>th</sup> June 2019

- When applying to host a term-time student internship, please take into account student studies, exams and dissertations. Students have the responsibility to ensure an internship does not have a negative impact on their progress/study
- During term time we advise that students work a **maximum of 40 hours per month**; however they can work more hours during vacation periods
- Term-time internships must consist of a **minimum of 70 hours** (equivalent to a 4 week full-time internship) to qualify for funding
- The start and end date of the internship, as well as the total internship length in hours, must be included in the job description
- It is the responsibility of the employer and student to agree upon how the hours will be worked during the internship. For example, you may wish to apply to employ a student working on a 150 hour internship starting in February and ending in June; working an average of 30 hours per month, for 5 months. During the run up to their exams the student may wish to work slightly less, however work more over the Easter break to accommodate for this. We advise agreeing these possible flexibilities with your student prior to the internship commencing.

## 2.5 How to apply to the Internship Programme

The Excel Southampton Internship Programme welcomes applications to employ single/multiple student internships in a range of business sectors.

All employers wishing to apply to the Excel Southampton Internship Programme must register on [MyCareer](#), our dedicated online careers system.

To apply to the Excel Southampton Internship Programme, please follow the steps below.

### Step 1

Complete a Job Description and Person Specification (template located on the [website](#) in Useful Downloads)

### Step 2

Complete the Health & Safety Questionnaire (located on the website in useful downloads) \*\*\***Internal Internships at the University do not need to complete this**

### Step 3

Register your company and post your internship to the Excel Southampton Internship Programme on MyCareer: <https://mycareer.soton.ac.uk/> \*\*\***Internal providers must also create an organisation profile with UoS in the title, for example "UOS- Careers"**

For more information on how to use MyCareer please use [the employer's guide to using MyCareer](#) available on the website.

Within the job description employers should:

- Outline the project in detail
- Describe the specific skills and qualifications desired

Please ensure the content is as appealing as possible to help attract a higher number of applications.

Without a completed employer application and Job Description & Person Specification & Health & Safety form, we will not be able to support your internship opportunity. We require separate applications for different internship opportunities.

Employers will receive notification of the outcome of their application once we have received the online application with the required documentation.

We have limited funding and cannot guarantee that each completed application form will be approved. We allocate our budget on a first-come, first served basis.

## 2.6 Recruitment Timeline

Internship vacancies will usually be advertised to students on the first working Monday of each month and will be open to student applications for 3 weeks from that date.

Key Internship Dates				
Month	Employer Application Deadline	Vacancies Open	Vacancies Close	Deadline to inform us of selected student
<b>October</b>	26 <sup>th</sup> September	1 <sup>st</sup> October	21 <sup>st</sup> October	16 <sup>th</sup> November
<b>November</b>	31 <sup>st</sup> October	5 <sup>th</sup> November	25 <sup>th</sup> November	14 <sup>th</sup> December
<b>December</b>	28 <sup>th</sup> November	3 <sup>rd</sup> December	27 <sup>th</sup> January	15 <sup>th</sup> February
<b>January</b>	19 <sup>th</sup> December	2 <sup>nd</sup> January	27 <sup>th</sup> January	15 <sup>th</sup> February
<b>February</b> (Last Easter internship advertising cycle for hosts)	30 <sup>th</sup> January	4 <sup>th</sup> February	24 <sup>th</sup> February	15 <sup>th</sup> March
<b>March</b>	27 <sup>th</sup> February	4 <sup>th</sup> March	24 <sup>th</sup> March	12 <sup>th</sup> April
<b>April</b>	27 <sup>th</sup> March	1 <sup>st</sup> April	21 <sup>st</sup> April	10 <sup>th</sup> May
<b>May</b> (This advertising cycle is a last resort – student interest is low because of exams & already secured summer internships)	24 <sup>th</sup> April	29 <sup>th</sup> April	19 <sup>th</sup> May Roles with 4+ applications will close on this date and those under will extend to the 9 <sup>th</sup> June	21 <sup>st</sup> June (Must inform us ASAP to set students up for summer roles)

Please note – Due to the Christmas vacation and University closure, the December vacancy deadline will be extended to 27<sup>th</sup> January 2019.

Once the vacancy closes; the Employer Engagement Team will sift applications and forward a shortlist for the employer's consideration.

## 2.7 Advertising and Marketing of Internship positions

The details provided in the employer application form, along with the job description and person specification will form the vacancy advert.

Opportunities will be marketed by the following methods:

- Careers and Employability Service e-newsletter to students
- Excel Southampton Internship Programme website
- MyCareer System
- Careers and Employability Service and Student Services plasma screens across campus
- Careers and Employability Service Internship Programme workshops in the student Events Calendar
- Promotion through the University's Faculties
- Printed media campaigns advertising the internship programme i.e. posters around campus, adverts in student publications and flyers
- Appropriate social media platforms

If vacancies do not attract a sufficient number of suitable applications the first time they are advertised, they will be re-advertised the following month. Please note, vacancies will only be advertised twice. There is no guarantee that by advertising an internship opportunity suitable applicants will be found.

## 2.8 Recruitment Process for Students

Students will apply to internship vacancies through 'MyCareer'. Student applications consist of a CV and application form asking them the following generic questions:

- Explain why they wish to work for the organisation
- What relevant work experience do they have for the internship
- What skills and knowledge can they bring to the role

Shortly after the closing date, we will sift the applications and send you a list of candidates.

## 2.9 Interviews

We require employers to interview chosen candidates shortly after receiving their list of applicants. This ensures that employers are able to select their first choice of candidate. Interview schedules must be co-ordinated by the employers and are not the responsibility of the Careers and Employability Service.

The Careers and Employability Service has purpose built interview rooms, fully equipped with internet access, which are available to employers if required. These facilities are free of charge and should be booked through the Employer Engagement Team at the earliest opportunity.

Once interviews are complete and your preferred student has accepted your offer, the Employer Engagement Team must be informed immediately to enable time to send the relevant documents to both employer and student. If we are not informed of the student's identity before they start or we do not receive the signed internship agreement, we may no longer be able to support the internship.

**It is the employer's responsibility to notify both successful and unsuccessful students.**

## 2.10 Nominated students

All internship positions should be advertised to the student body for fair and competitive recruitment. However, on a case by case basis we will consider employers nominating their own student. This may be a student that an employer has met, whether at a careers fair, on campus event or has previously worked for the organisation.

Please note if an employer chooses to nominate a student, it is at the discretion of the Employer Engagement Team whether this opportunity can be supported by the Excel Southampton Internship Programme

## 2.11 Training Session

Students, who have accepted an internship during one of the vacation periods, are expected to attend the Training Session coordinated by the Careers and Employability Service (please note that term-time internships do not receive a Training Session).

We have developed a programme of activities, organised to help give students the best possible foundation to commence their internship. It's important for hosts to ensure that students attend the Training session as it forms a core part of the student's internship experience and as such, is a fundamental condition on us supporting an internship.

Dates are as follows:

- **Easter Training Session** – Week beginning 25<sup>th</sup> March 2019
- **Summer Training Session** – Monday 24<sup>th</sup> June 2019

This will be an opportunity for the students to gain information on a variety of topics before the internship commences. This includes:

- Business etiquette and behaviour in the workplace
- Financial planning related to salaried employment
- Internship workshops
- Previous internship employers and student experiences
- General Microsoft Office and Outlook training for the workplace

Although the Careers and Employability Service will provide a generic Training Session for Easter and summer internship students as outlined above, it is the responsibility of the employer to provide a formal company induction and any necessary in-house training. This may include:

- Additional software training
- Appropriate Health & Safety training

## 2.12 Reflection Activity and Employability Excellence Awards Ceremony

Towards the end of their internship, students are required to attend a Reflection Session. The session will take the form of unique workshops and is considered extremely important to help students identify the work-based skills they have acquired during their internship. Dates are as follows:

- **Easter Reflection** – Week beginning 29<sup>th</sup> April 2019
- **Summer and term-time Reflection** – September 2019

During September 2019 we will be holding our annual Employability Excellence Awards for all work experience opportunities held during the 2018/19 academic year. We will be taking this opportunity to celebrate the unique and valuable contribution our students have made during their internships and also recognise the fantastic opportunities provided by employers, with employers and students having the opportunity to nominate each other for prestigious.

If you apply to the programme and your internship is accepted, we advise that you pencil this date into your calendar as soon as possible. Invitations and further information on how to nominate your student for an award will be sent out during the summer vacation.

## 2.13 Internship Agreements

Internship agreements will need to be completed and signed once employers have selected a student for the internship. These are sent to employers once the Employer Engagement Team is informed of the selected student. Internships will not be able to commence until this agreement is signed by the employer and the student, then returned to the Employer Engagement Team.

**It is important to note that the internship agreement is not a legally binding agreement. Host employers should ensure there is a written or verbal employment contract in place.**

Employers will be expected to co-ordinate appropriate Health & Safety training required for the student to begin working and maintain appropriate insurance to cover the student for the duration of the internship.

## 2.14 Any changes to an Internship

If for any reason a student is unable to complete an internship or the duration needs to be changed the Employer Engagement Team must be informed immediately. Any other issues or queries please do not hesitate to get in contact and a member of the team will be more than happy to help.

## 3. Funding

### 3.1 Student Payment

The Excel Southampton Internship Programme is based on a shared funding scheme. All private and public organisations hosting a student must meet 70% of the student's salary with the University subsidising the outstanding 30%.

Charities and Third Sector organisations can apply for a 2 or 4 week fully funded Easter, summer or term-time internship (see section 5). For information on the Santander funding, please see section 6. The funding contribution made by the University shall not in any event exceed the amount set out in the table below:

Excel Southampton Internship Programme Costs <sup>1</sup>	
Hourly Rate	£8.44
Cost per week (based on 35 h/w)	£295.40
Equivalent Annual Salary	£15,360.80
Total Cost covered by University of Southampton Per Week <sup>2</sup>	£88.62
Total Cost to Employer Per Week <sup>3</sup>	£206.78

Employers must pay the student monthly in line with their payroll (excluding Third sector organisations, see section 5). The University of Southampton requires that students are hired at a minimum hourly rate of £8.44 during the internship period. If the employer wishes to hire the student at a higher hourly rate than recommended, all additional pay must be fully funded by the employer.

\*\*\*Internal University Internships- you must provide us with your subproject code in order for us to reimburse you the 30% funding at the end of the internship.

\*\*\*Your selected student will be paid via UniWorkforce. It is important that you let us know as soon as you have chosen the student so we can contact UniWorkforce to get them set up on the payroll system and their casual workers permit can be created. Students are not legally permitted to start the internship until this is complete. Please be aware that this can take up to 4 weeks.

### 3.2 Tax/HMRC

It is the responsibility of the host employer to make the necessary deductions from the student's wages for Income Tax and National Insurance Contributions.

### 3.3 Invoicing the University

Once the internship is near conclusion, the University will raise a Purchase Order for the funding based on the agreed duration of the internship up front. This will be in line with the amount highlighted in section 3.1. The University can then be invoiced for its portion of the funding within 30 days of the conclusion of the internship.

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<sup>1</sup> As of August 2018

<sup>2</sup> Per internship offered

<sup>3</sup> Per internship offered

### 3.4 Annual Leave and Sick Pay

As fixed term/temporary employees of the host organisation we recommend that students accrue annual leave for the period worked as highlighted in the table below:

Length of Internship	Recommended Annual Leave
12 weeks	7 days
8 weeks	4.5 days
4 weeks	2 days
2 weeks	1 day

However, the date of any annual leave the student may wish to take is decided between themselves and the employer.

For any queries regarding Bank Holidays we suggest you visit <https://www.gov.uk/holiday-entitlement-rights>.

If the student is ill during the internship and unable to work, they may be eligible for Statutory Sick Pay (SSP). Please visit the gov.uk webpage <https://www.gov.uk/employers-sick-pay/overview> to identify whether this is applicable.

### 3.5 Penalties

Employers which have been accepted onto the Excel Southampton Internship Programme and subsequently withdraw from the internship programme will be invoiced for a percentage contribution of the total student payment<sup>4</sup>. This will be determined by the stage of recruitment reached and reflective of resources invested up to that time. All penalties will be used to fund further internships under the Excel Southampton Internship Programme. Charges are as follows<sup>5</sup>:

Stage of withdrawal from the Excel Southampton Internship Programme:	Contribution of Total Student Payment	Penalty Payable <sup>6</sup> :		
		12 week Internship	8 week Internship	4 week Internship
After vacancy advertised to students	1/6	£590.80	£393.87	£196.93
After list of applicants sent to employer	1/4	£886.20	£590.80	£295.40
After student appointment	1/2	£1772.40	£1181.60	£590.80
After internship has begun	2/3	£2363.20	£1575.47	£787.73

<sup>4</sup> The total payment payable to the student had the internship been completed in full

<sup>5</sup> Penalties will not apply if the University is unable to provide a pool of 3 candidates meeting your minimum criteria, who are available to take an internship at the preferred time

<sup>6</sup> Values shown are based on example internship lengths of 12, 8 and 4 weeks

### 3.6 Universities right to withdraw students

The student is considered a 'temporary employee' and as such is expected to observe and act in accordance with the employers codes of conduct and other policies. However, the student remains at all times a student of the University of Southampton. The University has a duty to safeguard students and as such, in extreme circumstances, we have the ability to terminate agreements and withdraw students from internships.

## 4. 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. It is important to note that

Tier 4 (General) students on degree level courses:

- May not work more than 20 hours per week in term-time (as per official University Term dates), except in the case of an agreed work internship or placement 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

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). Their working hours are restricted to 20 or less during this time.

It is the responsibility of the employer to check that the student has permission to work for them.

## 5. Third Sector Internships

The University of Southampton endeavours to provide opportunities within a broad range of organisations for students. This includes Third Sector organisations where great internship opportunities are extremely beneficial to both employers and students. Within many Third Sector organisations there is often a lack of financial resources available to provide such opportunities, which is why the Excel Southampton Internship Programme collaborates with Third Sector organisations to provide 2 or 4 week fully funded internships.

### 5.1 Eligibility

In addition to the Excel Southampton Internship Programme eligibility criteria in section 2.2, there are further requirements that must be met. In order to apply for a Third Sector internships you must be a registered not-for-profit organisation and have sufficient staff resource to support a 2 or 4 week internship.

### 5.2 How to Apply

Please refer to section 2.4.

### 5.3 Timeline and Duration of Internship

The University is able to fully fund 2 or 4 week internships during the dates located in section 2.2. This is based on students working 35 hours a week which equates to 140 hours overall. These 140 hours can be worked on a part time basis. For example a 4 week summer Intern starting in July could work 35 hours a month for four months which equals the 140 hour total.

## 5.4 Student Payments

For Third Sector internships, the University will coordinate the payment to the student directly. It is not the responsibility of the Third Sector organisation to coordinate any form of payment or tax. As students are now required to complete monthly timesheets, we ask that the supervisor signs off on the hours worked and send the completed timesheet to [workexp@soton.ac.uk](mailto:workexp@soton.ac.uk).

It is therefore the role of the Third Sector organisation to ensure the agreed internship dates are accurate and all relevant documentation is completed and returned to the Employer Engagement Team before the student begins or we may be unable to support the internship.

**We must be informed of the successful student before they start the internship and must be given at least 4 weeks before the start date to process all the legally required checks and set the students up. If we are not informed of the student's identity before they start with the required lead time, we may no longer be able to support the internship.**

Excel Southampton Internship Programme Costs <sup>7</sup>	
Hourly Rate	£8.44
Cost per week (based on 35 h/w)	£295.40
Equivalent Annual Salary	£15,360.80
Total Cost covered by University of Southampton Per Week <sup>8</sup>	£295.40
Total Cost to Employer Per Week <sup>9</sup>	£0



## 6. Santander Universities Internship Programme

The Employer Engagement Team is able to facilitate The Santander Universities 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.

### 6.1 Company Eligibility

- Must have 250 employees or less.
- Must have an annual turnover of fifty million pounds or less (£50,000,000).
- Must be registered and based in the UK.
- Organisations can be companies, sole traders, partnerships and charities.
- Able to recruit up to 5 interns through the programme cycle, but can only fund an individual intern once through the programme.
- Companies must agree to pay the intern through their company payroll system.
- This funding cannot be combined with Excel Southampton funding.

<sup>7</sup> As of August 2017

<sup>8</sup> Per internship offered

<sup>9</sup> Per internship offered

## 6.2 Intern Eligibility

Candidates must be current students or graduates of the University of Southampton, but can be from any year group and any academic background.

Santander Universities SME Internship Programme	
Hourly Rate	£8.57
Cost per week (based on 35 h/w)	£299.95
Equivalent Annual Salary	£15,597.40

## 6.3 Funding

Santander Universities SME Internship Programme	
Hourly Rate	£8.57
Cost per week (based on 35 h/w)	£299.95
Equivalent Annual Salary	£15,597.40

Internship Length (in weeks)	1	2	3	4	5	6	7	8	9	10
Santander Funding for 1 or 2 week internships	£300	£600	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Santander funding for internships beyond 2 weeks	£150	£300	£450	£600	£750	£900	£1050	£1200	£1350	£1500
SME contribution for internships beyond 2 weeks	£150	£300	£450	£600	£750	£900	£1050	£1200	£1350	£1500

## 6.4 Terms

Companies offering internships through the Santander Universities SME Internship Programme agree to advertise and offer the internships exclusively to University of Southampton students and graduates through the MyCareer portal.

Each internship must last between 1 and 10 weeks, based on a 35 hour week unless prior agreement is obtained from the University of Southampton's Programme Manager.

Each intern and SME may be asked to complete an evaluation after completion of an internship.

Santander Universities will use the comments and data in these evaluations for internal research purposes. Where agreed, they will also use this information for external marketing of Santander products and services.

Information about the internship will be input into the Santander Internships Portal by the University of Southampton's Programme Manager.

## 7. Feedback

Every year we look to improve our processes and service to both students and employers. To help us achieve this we send out feedback emails to Internship Employers 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.

