

# Coronavirus (COVID-19): Work Experience Programmes

As you will appreciate, we are in an unprecedented situation with the Coronavirus, which has significantly affected our programmes. We understand 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 relating to our work experience programmes.

## **UoS Internships:**

### **For internship opportunities processed from 01/05/20**

1. Only roles which can be facilitated safely, either undertaken remotely or at premises which at the time of processing have safe on-site working practices, may be approved for summer 2020.
2. Summer internships can only take place from the 15 June 2020
3. There is limited funding available for Third Sector internships. Roles must take place between 15 June and 31 July and will be between 70 and 140 hours in duration.
4. Approved opportunities can be nominated or advertised. Roles will be approved and promoted on a weekly basis and will remain live for two weeks. There will be limited opportunities to re-advertise.
5. Approved roles which are later withdrawn, for reasons other than insufficient number of applications, may be subject to the penalties as described in the [UoS Internship Host Handbook](#).

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 and the Work Experience Team at [workexp@soton.ac.uk](mailto:workexp@soton.ac.uk)

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. If you require any further help or support, please do not hesitate to contact us.

## **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 at this time of uncertainty.
2. The minimum requirement for the Year in Employment is 25 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.
3. For students commencing on placement during the summer 2020, we advise student that 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. The next round of projects, for Semester 1 of 2020/21 is now postponed, please do contact us if you would like any further information.