

Careers and Employability Service
**BUSINESS INNOVATION
PROGRAMME**

Student Guide
2018/19

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“The Business Innovation Programme has provided me an incredible opportunity in developing my professional persona as well as understanding the different mind-sets found between industry and academia, and the challenges that face companies. Being able to work with a range of academic backgrounds within the team has heightened my ability to work with others and lead. Preparing me perfectly for the business environment. Having then had companies implement my proposals, incredible. Everyone should take part in this programme at least once before leaving. It is simply CV gold dust!”

Aaron Page, PhD Electron & Electrical Engineering

1. WHAT IS THE BUSINESS INNOVATION PROGRAMME?

The Business Innovation Programme is an opportunity for ambitious students to work on a real life business issue, put forward by local businesses and not for profit organisations whilst gaining valuable skills, transferrable across all future career paths.

Students will be grouped together in teams of 4 from varying year groups and subjects of study to complete their given project over 6 weeks. You are expected to put in an average of 4-6 hours a week each, making this a high value work experience opportunity whilst having a low impact on academic commitments.

Previous project examples:

- Innovative packaging solution for **Fabulous Fishcakes'** frozen produce.
- Staff training and development implementation plans for **Zurich**.
- Marketing ideas for **Baffi Pizzeria's** traditional Napoli style pizza.
- Increasing diversity in the recruitment of people for clinical trials with **NIHR Clinical Research**

1.1 Who is eligible to take part on the Business Innovation Programme?

- ✓ The Business Innovation Programme is exclusive to all University of Southampton students who are enrolled and studying
- ✓ Undergraduate students on **any** course (no business experience necessary!)
- ✓ Masters students
- ✓ PhD students
- ✓ International students

It is the responsibility of the student to check that their course does not prohibit them from participating in the Business Innovation Programme

2. BENEFITS

Students will receive a contribution of £150 for participating in the programme. £50 will be paid initially and the remaining £100 upon completion of the project. In addition you'll have the chance to gain and develop the following:

- Teamwork, communication, and problem solving, that will enable you to enhance your CV and improve your employability prospects
- The opportunity to work with a local business or charity on a real business issue
- Develop a network of contacts from within the University and externally
- An opportunity to work in a team of peers from faculties that you may not normally engage with
- Presentation and report writing experience

2.1 What does the Work Experience Team provide?

- The contribution of £150 for your participation, to assist with any expenses your project may incur

- A half-day training session designed to equip you with the skills and information to succeed
- Support from the Work Experience Team throughout and following the programme
- A reflection session, following the conclusion of projects, to help you make the most out of your newly acquired skills
- An invitation to our annual Employability Excellent Awards where you and your client may be nominated to win an award in recognition of your hard work

3. WHY IS WORK EXPERIENCE IMPORTANT FOR YOUR FUTURE?



"The Business Innovation Programme has enabled me to develop an excellent commercial grounding, whilst working alongside people from a range of academic backgrounds. This is an amazing chance to get paid whilst expanding your university network, and enhancing your post-university employment prospects, and should be taken full advantage of by all students, regardless of faculty of study."

Bryce Luke, 3rd Year, Geography



"Work experience is no longer an optional extra for university students, it's an essential part of preparing for the graduate job market".

Martin Birchall, managing director of High Fliers Research

"During job interviews, I am always asked if I've had any experience of working with clients and in teams. My time on the Business Innovation Programme helps me answer these questions and this always prompts real interest and further questions from the interviewer"

Amanda Huang 2nd Year, Accounting & Finance

IMPORTANT

Whilst taking part on the Business Innovation Programme you are acting as an 'Amateur Consultant'. However, at all times you remain a student of the University of Southampton. You must therefore remain aware that you are representing the University and abide by the University's Policies.

4. BUSINESS INNOVATION PROGRAMME TIMELINE



5. HOW TO APPLY

5.1 When can I apply for the Business Innovation Programme?

The Business Innovation Programme takes place twice within the academic year. You can visit [MyCareer](#) and click on the 'Business Innovation Programme' tab at the top of the page to read more and apply.

If the programme is not currently accepting applications, you can register your interest in the programme at the bottom of the page on our [website](#) and click the 'register your interest' button. You will then receive an email notification when applications open and closing.

Applications will be open:

- 2018/19 - Semester 2 opens April 2018 until June 2018.
- 2019/20 - Semester 1 opens October 2018 until December 2018

5.2 Shortlisting

Once you have submitted your application, the Work Experience Team will shortlist all student applications.

You will receive an email from the Work Experience Team advising you whether or not your application has been successful. Shortlisting will be carried out within 6 weeks of the closing date so please check your student emails regularly.

5.3 Application help

You will be asked to answer 2 questions in detail and must provide an up to date copy of your CV. The questions you will need to answer are:

- 1. Why do you wish to be part of the Business Innovation Programme?**
- 2. What skills and experience can you bring to the Programme?**

Because the Business Innovation Programme is experiencing a steady increase in the number of applicants each year, we highly recommend you answer the questions as thoroughly as possible to increase your chances of being successful.

If you would like further assistance with your application, you may want to take advantage of our daily Drop-In Service, CV and application workshops. All available at the Careers Centre located within Building 37. More information can be found on the [Information Advice and Guidance website](#).

6. TRAINING SESSION, REFLECTION AND AWARDS

6.1 Training Session

All students taking part in the Business Innovation Programme are required to attend a half day Training Session. The training session is designed to equip you with the information and tools you'll need in order to complete a successful project.

Alongside the training, you will receive your project brief and be informed of your teams at the training session – therefore it is imperative that you attend.

IMPORTANT

The training session is mandatory and if you do not attend, you will not be able to take part in the programme.

6.2 Reflection Session

At the conclusion of the 6 weeks, you will be invited to attend a reflection session, tailored around the skills you have gained or honed whilst taking part in the programme. The session will give you a chance to network with other groups, exchange key learnings and teach you how to best market your new assets on your CV and to prospective employers.

We've found that former Business Innovation Programme students have had great success using the programme to its fullest advantage on application forms and in interviews.

6.3 Employability Excellence Awards and Nominations

Having taken part in the Business Innovation Programme, you and your clients will receive an invitation to our annual Employability Excellence Awards held in either September or October. You'll have the opportunity to network and socialise with employers and your peers who have taken part in any of our Work Experience Programmes. Food and drink are complimentary on the night.



You will also be able to receive nominations from your client for your hard work. As students, you will also have the opportunity to nominate your client for an award, should you feel the opportunity and support they provided was exceptional. Further details about nominations will be sent out upon completion of the project.

7. FEEDBACK

Every year we look to improve our processes and service to both students and clients. After your projects are finished, we will send you a link to a short feedback survey. We would very much appreciate the time taken to submit feedback so that we can continue to improve the opportunities we provide to students, the way we communicate and deliver the programme as a whole.

We may also ask you for quotes or photographs about your time on the programme and it is at your discretion as to whether you'd be happy for these materials to be used in potential marketing. **No materials will be published without your written consent.**

We'd also love to hear from you if you'd be interested in helping us deliver a portion of our training session to the next cohort of Business Innovation students. We think it's extremely valuable to learn about the programme from a student's perspective.

8. CONTACT US

For any queries related to the Business Innovation Programme or if you if you would like to speak to a member of our team please feel free to pop in and see us or contact us on:

Work Experience Team contact details:

Address: University of Southampton, Highfield Campus, Careers Building 37

Tel: 023 8059 3501

Email: workexp@soton.ac.uk

For details of the careers information, advice and guidance offering from the Careers and Employability Service and how you can benefit from this please open the following link to head to the University of Southampton's Careers Homepage
<http://www.southampton.ac.uk/careers/students/index.page>



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