

Career Lab UK Summer Internship Programme 2024

Guidance, Terms and Conditions

Introduction

The University of Sussex offers a fully funded scheme to support internships of 6 or 8 weeks (225 or 300 hours) for University of Sussex students (“The Programme”). This is part of *Career Lab: design your future*, a series of opportunities prioritised for students from underrepresented groups, designed to develop their skills, experience, connections and confidence throughout their degree.

Organisations must:

- Provide a clear internship role with set objectives and outcomes
- Complete a short training session prior to advertising for an intern
- If successful, provide feedback and information to the University

Whilst the Programme is open to all second or penultimate year and third or final year undergraduate students, the University actively targets promotion to students who are from the underrepresented groups below*. We define our underrepresented groups by research-informed evidence relating to access to the graduate job market.

*Underrepresented groups:

- Black, Asian, and Minority Ethnic students
- Disabled students, including students with a mental health condition and social or communication impairment
- Students who reside in certain postcodes
- Mature students (21+ years)
- Students who are care experienced or estranged
- Students from military families
- Students from refugee or forced migrant families
- Students from Gypsy, Romany, or Traveller families
- Students in receipt of the Sussex Bursary

This document sets out the terms and conditions of the Career Lab UK Summer Internship Programme, as agreed between the Employer and the University of Sussex. This will clarify the processes and obligations of both parties to ensure that the employment of the Intern is rewarding for all.

In this document the following terms apply:

Intern means a current University of Sussex student identified by the University as meeting the eligibility requirements in clause 3.

Employer means an employer who has satisfied the terms and conditions in clauses 1 and 2 and has been confirmed by the University as accepted onto the Programme.

University means the University of Sussex.

Contents

- | | |
|---------------------------|-----------------------------------|
| 1. Employer criteria | 8. Termination |
| 2. Internship criteria | 9. Contract of employment |
| 3. Eligible students | 10. Advertising and selection |
| 4. The internship | 11. Monitoring and feedback |
| 5. University procurement | 12. Important dates and deadlines |
| 6. Funding | 13. Contact us |
| 7. Salary | 14. Process flow |
| | 15. Essential Advice |

1. Employer criteria

To be accepted as an Employer on the Programme, the Employer must:

- be registered in the UK
- provide a business address, website, company registration number and email address with company domain
- register promptly as a supplier with the University (*see clause 5. University procurement*)
- have a business bank account
- have a named supervisor for the Intern, and a named contact to communicate with the University
- process salary payments via Pay As You Earn and pay a minimum of the Living Wage (*see clause 7. Salary*)
- have employer's liability insurance
- adhere to the terms and conditions outlined in this document
- have in place all the usual expected policies to manage its business and employees including grievance, disciplinary and data protection policies

Priority will be given to organisations that positively contribute to addressing environmental, economic and social sustainability issues, as outlined in the [UN's Sustainable Development Goals](#).

We will not accept private individuals or vacancies which are based in private homes.

2. Internship criteria

The internship must:

- be for a duration of **6 or 8 weeks** full time (225 or 300 hours per week); part-time hours will be considered but the full number of hours must be allocated
- commence in June or July 2024 (exact dates to be agreed between the Intern and the Employer)
- offer a genuine work experience opportunity (*see clause 4. The internship*)
- be based at a business address; remote working will be considered but the Intern must be provided with equipment needed to complete the role (*see clause 9. Contract of employment*)
- adhere to the terms and conditions outlined in this document
- offer a salary of at least £13.15 for London-based Employers and £12 for Employers based elsewhere in the UK per hour, which shall be funded by the University to the conditions in clause 10

Priority will be given to roles which positively contribute to addressing environmental, economic, and social sustainability issues.

3. Eligible students

The University of Sussex Career Lab Intern must be:

- a registered, current University of Sussex student who has completed their second or penultimate year OR their third or final year of study towards an undergraduate degree; we may extend the eligibility criteria based on student uptake
- not undertaking another Career Lab Summer internship or other Career Lab funded summer activity

The University shall confirm to the Employer that the Intern has satisfied the criteria. If you have any questions about a candidate's eligibility, please contact us. Prior to any interviews taking place, the Employer must contact the Internships team (*see clause 10.6 Advertising and Selection*). The Programme has been designed to give students from underrepresented groups access to genuine work experience. Candidates may not appear strongly confident or have extensive work experience, but we encourage Employers to reflect on the diversity of their clients and communities and seek the potential in their candidate. Through their studies, all candidates will have a range of skills including teamwork, research, critical-thinking and problem-solving.

To ensure an inclusive experience and that all Employers and Interns are fully supported, the University has partnered with EmployAbility to deliver a 60-minute online Disability Empowerment training session. We will require one representative from each participating organisation to attend and various dates will be offered at the end of January and the end of February 2024. EmployAbility will also offer one to one support to Employers and Interns where required. Employers will be invited to book a place once your expression of interest has been reviewed.

4. The internship

The University is looking for meaningful and relevant projects which can be undertaken in the 6 or 8-week internship period. The aim of the Programme is to provide students with good quality work experience that will enhance their employability, expand their networks, and improve their chance of securing future graduate employment. There are a minimum number of hours to be undertaken (*see clause 6. Funding*).

Internships will be stand-alone work experience opportunities and will not go towards accreditation of academic study at the University.

The internship should not be covering work that would usually be undertaken by staff taking industrial action.

The internship should offer the Intern the opportunity to develop their employability skills, and must ensure that they acquire or enhance at least 5 of the following skills:

- self-management
- team working
- business and customer awareness
- problem solving
- communication and literacy
- application of numeracy
- application of information technology
- an ability to demonstrate creativity, collaboration and an innovative approach

The internship must assign the Intern projects and/or tasks with specific learning outcomes. The projects/tasks should be structured and offer the Intern personal and skills development. Interns must be provided with a clear description of the roles and/or responsibilities for each project/task and the identified learning outcomes.

The Employer must nominate a supervisor to oversee the internship and have management responsibility. The supervisor must hold regular meetings with the Intern, including a formal mid-way review and an appraisal at the end of the internship.

Approximately midway through the internship, some internship visits will be conducted by the Careers and Entrepreneurship team. This gives both the Employer and Intern an opportunity to feedback on the internship so far. The team will be in contact with the Employer to arrange a visit, however due to capacity, we unfortunately will not be visiting each internship. The Internships team is available to support you and would encourage you to get in contact if you would like a visit.

5. University procurement

All employers must be set up as a supplier on the University of Sussex finance system. If not already registered, you will need to provide the University with:

- full trading name and registered company name
- company registration number and registered address
- VAT registration number (if applicable)
- full contact details
- business bank account (personal bank accounts will not be accepted)
- organisational website

For those organisations not currently registered as suppliers with the University, please ensure you respond to any enquiries promptly as failure to do so may delay payment.

Following confirmation of a secured internship, a purchase order number will be raised and forwarded to the Employer. This PO number should be quoted on the invoice (no VAT to be added), and an invoice number added, before submitting to the University.

6. Funding

Funding for the Intern's salary will be provided as a lump sum to the Employer by the University of Sussex Finance Division. Payment will be made by BACS transfer.

Subject to clauses 9 and 10, the University will provide £2,700 funding to cover the £12 per hour salary for an Intern undertaking a 6-week internship (225 hours). For London-based employers funding will be £2,960 to cover the £13.15 per hour salary.

The University will provide £3,600 funding to cover the £12 per hour salary for an Intern undertaking an 8-week internship (300 hours). For London-based employers funding will be £3,945 to cover the £13.15 per hour salary.

Any additional costs, such as employer's National Insurance contributions, must be met by the Employer as appropriate.

Please note: our payment terms are 30 days from receipt of invoice. **If your Intern's first wage payment is likely to fall before we have paid the invoice, you need to ensure that you have the funds to pay your Intern.**

We cannot guarantee that all advertising employers will receive funding (*see clause 9. Advertising and selection*).

7. Salary

The salary for the internship will be £12 per hour (the real Living Wage) for Sussex and the rest of the UK. London-based employers must meet the current London real Living Wage of £13.15 per hour. Employers are welcome to offer a higher rate at their own cost.

All employers must therefore agree to pay these hourly rates as a minimum, irrespective of any other human resource policies the organisation may have in place.

The Employer will pay the Intern through their usual PAYE internal salary or wage processes and make these clear to the Intern. Opportunities which are paid outside a PAYE system will not be accepted.

The University is not involved with the payment process between Intern and Employer.

8. Termination

8.1 Once an Intern has accepted an offer of internship and it has been confirmed, then the Employer and the Intern shall take all reasonable steps to ensure successful completion of the internship.

8.2 Should it become apparent that the Intern fails to start the Programme, or fails to complete their internship, please notify the University at the earliest convenience.

8.3 Occasionally, it will be necessary for an Intern to withdraw from an internship. Provided the withdrawal is not due to a breach of these terms and conditions by the Employer, the University shall offer to readvertise the position if the Programme is still active.

8.4 If pursuant to clause 8.3

- I. The Intern has withdrawn due to a breach of these terms and conditions by the Employer and the University decides it is not appropriate for the Employer to continue the Programme; or
- II. A suitable replacement cannot be found then any sums paid by the University to the Employer for uncompleted days of the internship shall be repaid by the Employer to the University within 30 days of demand

8.5 If an Employer wishes to terminate the internship, it is required to notify the University before taking any action and the University shall take reasonable steps to assist the Employer. If it is still necessary for the Employer to terminate the internship, then it shall immediately refund to the University any sums paid by the University for uncompleted days of the internship.

8.6 The contract of employment is between the Intern and the Employer and should contain information for both parties about procedures should the internship end early.

9. Contract of employment

Interns must be treated as temporary employees of the Employer and be based at a business address or working remotely with appropriate support. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sick pay arrangements, and holiday entitlement
- a named supervisor
- a full and clear induction to the organisation and its working practices, code of conduct, disciplinary and grievance procedures, and policies on confidentiality and data protection
- a safe working environment which conforms to applicable health and safety legislation – guidance is available: <https://www.hse.gov.uk/>
- appropriate liability and insurance cover
- where possible all equipment required to undertake the role should be provided. If this is not possible a discussion should be held with the Intern

Further information and guidance can be viewed at www.gov.uk/browse/employing-people and www.acas.org.uk/employment-contracts.

It is also the employer's responsibility to undertake all usual pre-employment checks, including [Right to Work](#).

For information, holiday entitlement for a member of staff working full time for 8 weeks will be approximately 4.1 days.

10. Advertising and selection

10.1 Employers will express interest by submitting the [Career Lab UK Summer Internship Expression of Interest 2024](#) by Friday 1 March 2024. CareerHub log-in is required or register at: <https://careerhub.sussex.ac.uk/employers/> The team reserves the right to reject vacancies.

10.2 Once the University receives the expression of interest, the opportunity will be assessed. The University will decide whether the proposed internship is satisfactory or whether it will be rejected. The University's decision is final and there is no avenue of appeal. Opportunities may also be declined for funding reasons.

10.3 When an internship is accepted, it shall be advertised to eligible students (*see clause 12. Important dates and deadlines*)

Please note that advertising an opportunity through the Programme does not guarantee recruitment. Whilst we will encourage students to apply, the recruitment process will be competitive; in 2023, almost 250 internship vacancies were advertised. It must therefore be anticipated that not all internship opportunities will attract applications, and not all recruitment processes will be successful.

10.4 Employers must not advertise positions in any other way, including company intranet sites, websites, social media channels or word of mouth. Career Lab summer internships are only open to *eligible* students and no other candidates can be funded.

10.5 The Employer must decide how they want eligible students to apply; by CV and covering letter or application form. **Applications from eligible students will be submitted via Careers and Entrepreneurship at the University of Sussex and forwarded to the Employer so that activity can be tracked.** Employers must then conduct selection and/or interviews according to the usual recruitment processes of the organisation. The University will not match students.

10.6 Internship funding is limited and is allocated on a first-come first-served basis as soon as employers let the Internships team know that they are ready to interview. We cannot guarantee that all advertising employers will receive funding. **Employers must contact the University before inviting candidates to interview by emailing internships@sussex.ac.uk.** We recommend that you do not delay arranging interviews, and students will also be advised to make early applications to their favoured roles as vacancies may close as soon as suitable candidates are found.

10.7 Once the University has confirmed that funding is available, the Employer can proceed with interviews and make an internship offer directly to the selected student. Funding will be ringfenced for 7 days to enable the Employer to make the offer and give the student time to consider whether to accept. **If the offer is accepted by the student, the Employer must immediately email internships@sussex.ac.uk.** The University will not provide funding for any offers of employment made to students before the University has confirmed funding is available.

11. Monitoring and feedback

Contact will be made by the Careers and Entrepreneurship during the internship, but the Employer is encouraged to raise any issues with the Internship team at any time.

Employers will be required to provide feedback to the University on the impact of the internship programme and may be asked for permission to use information provided for future marketing campaigns.

12. Important dates and deadlines

11 December 2023 – 1 March 2024	Expressions of Interest open to Employers. No internships will be accepted for advertisement after 1 March 2024.
End of January and end of February 2024	Online Disability Empowerment training sessions will run, each participating organisation must send one representative.
4 March 2024 - 14 June 2024	We will start promoting suitable opportunities to eligible students. Employers are asked to set their own application closing date (the latest being 14 June), and recruitment must be completed by 30 June.
30 June 2024	All recruitment and selection must be decided (offer made to student, accepted and University notified). Please note: Career Lab Summer Internship funding is limited. Employers are not guaranteed funding and must confirm with the University, before interviewing, that funding is still available.
June/July 2024	Internships will start in June or July. Careers & Entrepreneurship visits will take place, with prior arrangement. <i>Please note: the University vacation begins on 1 June 2024. We expect internships to commence from June, but some students may be available earlier, depending on individual timetables. Teaching restarts 23 September 2024.</i> <i>Internship dates are to be decided between the Intern and the Employer but must not interfere with a student's academic commitments.</i>

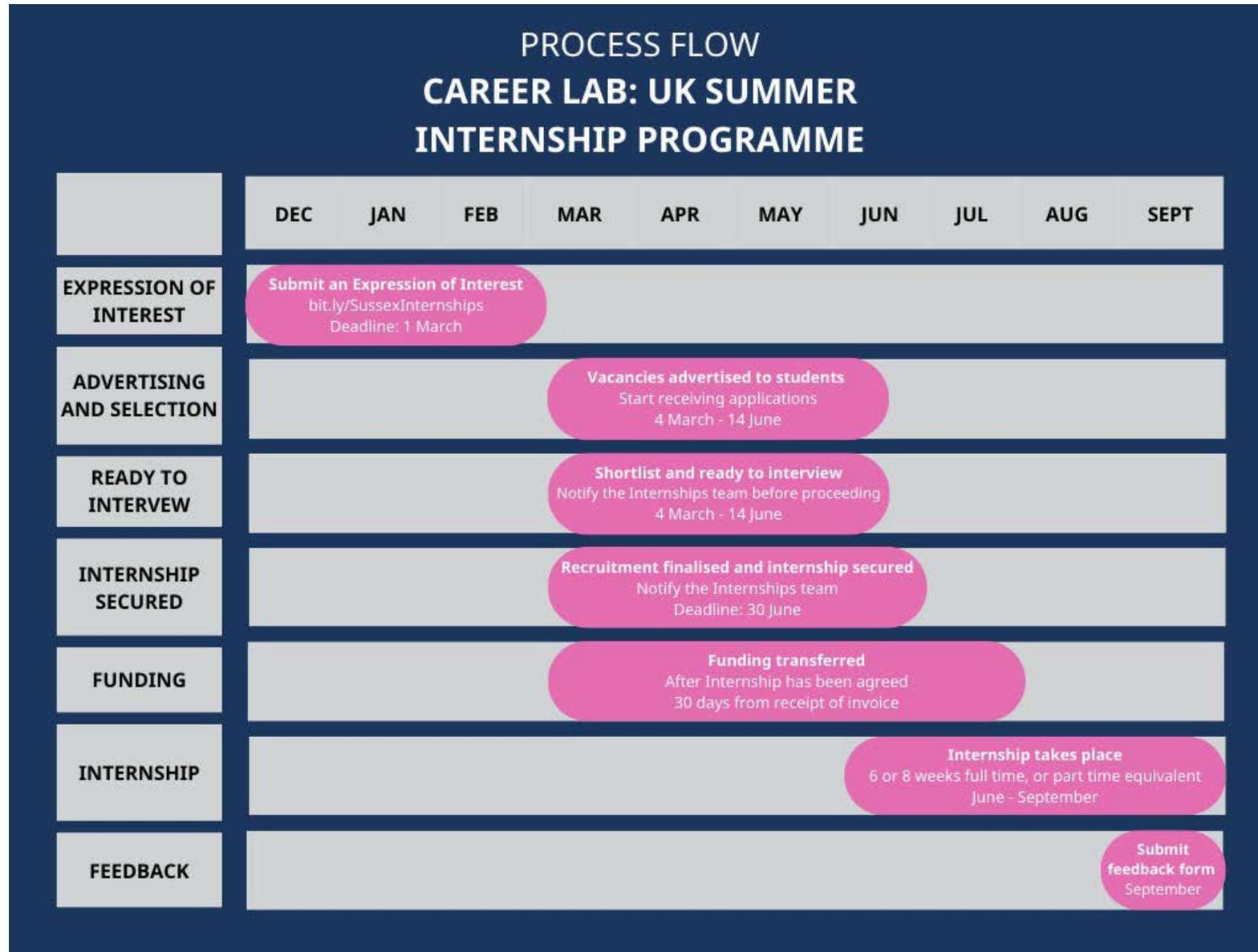
See clause 14 for a process flow.

13. Contact us

If you have any questions about the Internships Programme, please contact the Internships team at Careers and Entrepreneurship, University of Sussex: internships@sussex.ac.uk

Andrea Wall
Employer Engagement Manager
Careers and Entrepreneurship
University of Sussex
andrea.wall@sussex.ac.uk

14. Process flow



15. Essential Advice

1. This programme aims to support those from underrepresented groups who often have limited or no prior work experience. Please keep this in mind when recruiting.
2. Please submit your expression of interest as early as possible to avoid any delay in advertising your internship.
3. All internships should be structured roles with clear and achievable learning outcomes and be suitable for second or third-year undergraduates.
4. Training and support should be offered, and a named supervisor available at all times.
5. Do not advertise through your own channels. If accepted, your internship will be advertised on our student portal, and applications will automatically be sent to you.
6. We recommend recruiting early, as funding is limited. To ensure funding is available, please check with us before interviewing.
7. All interns must be paid through your payroll. You will then be reimbursed by the University.
8. You must have the necessary funds upfront in case your intern is due to be paid before you have been reimbursed.
9. When you receive our purchase order, please ensure your invoice contains an invoice number, our purchase order number, and no VAT.
10. Interns must be provided with a temporary contract of employment.