

## Career Lab Summer Internship Programme 2021 *(previously First-Generation Scholars)*

### *Terms and Conditions*

#### Introduction

The University of Sussex offers undergraduate students access to *Career Lab: design your future*, a series of opportunities to develop their skills, experience, connections and confidence throughout their degree. Whilst the programme is open to all undergraduates, the University actively targets promotion to students who are from underrepresented groups\*. 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
- Students with a disability
- 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 who are First Generation Scholars (years 2, 3 and 4)
- Students in receipt of the Sussex Bursary (foundation and year 1).

This document sets out the terms and conditions of the Career Lab Summer Internship Programme, as agreed between the employer (internship provider) 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.

<p><b>The deadline for submitting an Expression of Interest is strictly: 20 April 2021</b></p>
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## 1. Employer criteria

The Employer must:

- be registered in the UK (eligible organisations include all size companies, sole traders, partnerships and charities)
- register promptly as a supplier with the University (*see 5. University procurement*)
- have a business bank account
- have a business premises suitable for intern supervision, or offer effective remote supervision
- 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 7. Salary*)
- have employer's liability insurance
- adhere to the terms and conditions outlined in this document

## 2. Internship criteria

The Internship must:

- be **6 or 8 weeks** in duration (full time, 37.5 hours per week)
- part-time hours (for longer durations) will be considered
- commence in June or July 2021 (exact dates to be agreed between the intern and the employer)
- offer a genuine work experience opportunity (*see 4. The internship*)
- adhere to the terms and conditions outlined in this document

## 3. Eligible students

The University of Sussex Career Lab intern must be:

- a registered, current University of Sussex student completing their 2<sup>nd</sup> year of study towards an undergraduate degree
- not undertaking another Career Lab Summer internship or other activity

If you have any questions about an applicant's eligibility, please contact us.

## 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.

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

The internship should offer the intern the opportunity to develop their employability skills, for example:

- 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

Any projects or tasks assigned should be structured and offer the student personal and skills development. Learning outcomes should be identified and a clear description of the roles and responsibilities outlined. Please note students may have limited work experience but a range of transferable skills.

## **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

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 an invoice (no VAT to be added) and submitted 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 to employers.

The University will provide £2,300 funding to cover the £9.50 per hour salary<sup>1</sup> for an intern undertaking a 6-week internship (225 hours). For London-based employers funding will be £2,600 to cover the £10.85<sup>2</sup> per hour salary.

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<sup>1</sup> <https://www.livingwage.org.uk>

<sup>2</sup> <https://www.livingwage.org.uk>

The University will provide £3,000 funding to cover the £9.50 per hour salary for an intern undertaking an 8-week internship (300 hours). For London-based employers funding will be £3,500 to cover the £10.85 per hour salary.

Any additional costs, such as employer's National Insurance contributions will 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 9. Advertising and selection.)

## 7. Salary

The salary for the Internship will be £9.50 per hour (the real Living Wage) for Sussex and the rest of the UK. London-based employers must meet the current London Living Wage of £10.85 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. Contract of employment

Interns must be treated as temporary employees and where physical working be possible, be based at a business address. Remote working internships will be accepted. Interns 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
- appropriate liability and insurance cover
- where possible all equipment required to undertake the role, including a desktop PC or laptop

Further information and guidance can be viewed at [www.gov.uk/browse/employing-people](http://www.gov.uk/browse/employing-people) and [www.acas.org.uk/employment-contracts](http://www.acas.org.uk/employment-contracts).

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

## **9. Advertising and selection**

Employers will express interest by submitting internship vacancy details, via an online form, to the internships team at the Careers and Employability Centre at the University of Sussex. The team reserves the right to reject vacancies.

Once the team receives the expression of interest, the opportunity will be assessed, and where accepted, advertised to 2<sup>nd</sup> year undergraduate students.

**Please note that advertising an opportunity through the Career Lab Summer Internship Programme 2021 does not guarantee recruitment. Whilst we will encourage students to apply, the recruitment process will be competitive and it must be anticipated that not all internship opportunities will attract applications and not all recruitment processes will be successful.**

Organisations should 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 students as defined in 3. *Eligible students* and no other candidates can be funded.

Application should be via CV, covering letter or company application form. Applications will be submitted via the Careers and Employability Centre so that we can track eligibility and activity. The employer should then conduct selection and/or interviews according to the usual recruitment processes of the organisation. The University will not match students.

Internship funding is limited and is allocated on a first-come first-served basis as employers let us know recruitment outcomes. **We cannot guarantee that all advertising employers will receive funding.** Employers must email the University internships team before inviting candidates to interview or making an offer of employment, to check on the current funding status.

Offers of an internship should be made directly to the student, after the eligibility of the applicant is established. Once the internship is agreed by both parties, employers must inform the Careers and Employability Centre Internships Programme team immediately via **internships@sussex.ac.uk**

## 10. Internship cancellation

The contract of employment is between the intern and the host organisation, and should contain information for both parties about procedures should the internship end early.

Should it become apparent that the intern fails to start the Career Lab Summer Internship Programme, or fails to complete their internship, please notify the University of Sussex at the earliest convenience.

If the employer has already received the funding when the internship is cancelled, a decision will be made by the University of Sussex as to whether the funding needs to be repaid in part or fully. The University will assess each case individually.

## 11. Monitoring and Feedback

Contact will be made by the Careers and Employability Centre during the internship but employers are encouraged to raise any issues with the University at any time

Employers will be required to submit a short piece of feedback to the University and may be asked for permission to use information provided for future marketing campaigns.

## 12. Important dates and deadlines

<b>March 2021 onwards</b>	We will start promoting suitable opportunities to eligible students. Employers are asked to set their own application closing date, but recruitment must be complete by 10 June
<b>20 April 2021</b>	Deadline for submission of Expressions of Interest (internships) by Employers. No internships will be accepted for advertisement after this date
<b>10 June 2021</b>	All recruitment and selection must be decided (offer made to student, accepted and University notified)  <b>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</b>
<b>June/July 2020</b>	Internships will start during June or July  <i>Please note: the University vacation begins on 31 May 2021. We expect internships to commence from June but some students may be available earlier, depending on individual timetables. Teaching restarts in mid-September</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>

## 15. Contact us

Careers and Employability Centre, University of Sussex: [internships@sussex.ac.uk](mailto:internships@sussex.ac.uk)