

Santander Universities UK and University of Sussex SME Internship Programme 2017/18

Terms and Conditions

Introduction

This document sets out the terms and conditions 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 Santander Intern is rewarding for all.

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1. Employer criteria

The employer must:

- be registered in the UK (eligible organisations include companies, sole traders, partnerships and charities)
- register as a supplier¹ with the University (*see 6. University procurement*)
- have a named supervisor for the intern and named contact within the organisation for communications with the University
- process salary payments via Pay As You Earn²
- have employer's liability insurance.

¹ Supplier registration is not required for internships of 1 or 2 weeks duration

² Salary payments will not be applicable for internships of 1 or 2 weeks duration

2. Internship criteria

The Internship must:

- be between 1 and 10 weeks in length (at 35 hours per week, part-time may be considered)
- offer work at a suitable level for students or graduates (*see 4. The internship*)
- be allocated no later than **30 September 2018** and start no later than **1 November 2018**
- adhere to the terms and conditions outlined in this document.

3. Eligible students and graduates

The Santander Internship Programme is available for any student currently registered to study at the University of Sussex. Graduates are also eligible³, providing they completed their degree in either 2016, 2017 or 2018.

The University of Sussex will take all reasonable measures to ensure that the Santander Internship Programme is only promoted to eligible individuals. However the onus is on the employer to confirm the eligibility of any applicant, with the University, before making an offer of internship.

4. The internship

The University is looking for work projects which can be undertaken in the 1 to 10 week period available.

Internships of 1 to 10 weeks may be promoted to current students but please note that they have academic commitments and therefore should take place in the University vacation periods⁴.

Internships of 3 to 10 weeks may be promoted to eligible graduates. You will be asked on vacancy submission who your target audience is.

Each SME is permitted to recruit a maximum of 5 interns during 2017/18.

The aim of the Programme is to provide student and graduates with access to quality work experience; this will enhance their employability and improve their chance of securing future graduate employment.

³ Graduates are not eligible for internships of between 1 and 2 weeks duration

⁴ <http://www.sussex.ac.uk/aboutus/keydates>

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

Please note, if your opportunity is targeted towards a graduate, and there is a possibility of the internship becoming a full-time role, please indicate this on the internship expression of interest form.

Interns are only permitted to be funded for one internship per funding cycle.

5. Funding

Santander funding is administered by the University of Sussex.

Internships of 1 to 2 weeks

Funding for internships of 1 or 2 weeks duration will be paid directly by the University of Sussex to the student. Opportunities of this duration can only be advertised to students who are currently registered at the University⁵.

Internships of 3 to 10 weeks

Funding for internships of between 3 and 10 weeks duration will be part-funded by Santander at a rate of £150 per week, to a maximum of £1500 and must be matched by the SME.

The table below illustrates the contribution from Santander and the SME.

Internship length	1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks
Santander funding	£300	£600	£450	£600	£750	£900	£1050	£1200	£1350	£1500
SME contribution	£0	£0	£450	£600	£750	£900	£1050	£1200	£1350	£1500

The intern's salary will be provided as a one-off payment by the University of Sussex finance division. The Careers & Employability Centre (CEC) will send details of the payment process as soon as the Internship is confirmed.

Important: 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.

Any additional costs will be met by the employer. *For information, holiday entitlement for a member of staff working full time for 10 weeks will be approximately 5 days.*

⁵ Please note that once a degree course is completed students will not be eligible for 1 to 2 week internships

6. University procurement

All employers recruiting for internships between 3 and 10 weeks must be set up as a supplier on the University of Sussex finance system. You will need to supply:

- full trading name
- company registration number (if applicable)
- VAT registration number (if applicable)
- full contact details
- business bank account.

Once an internship has been confirmed, you will be asked to submit the above information.

Employers are required to self-register their details on the University's online procurement system (if not already registered). Following successful registration, a Purchase Order number will be provided.

This PO number should be quoted on an invoice (no VAT to be added) and submitted to the University.

Our payment terms are 30 days.

7. Salary

The salary for the Santander Internship Programme must be a minimum of £8.57 per hour for Sussex and the rest of the UK. Employers are welcome to offer a higher salary at their own expense.

All organisations wishing to adhere to the Living Wage or London Living Wage will need to increase their contribution to cover this.

Any additional costs are to be met by the employer.

All employers must agree to pay this hourly rate 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. We will not accept opportunities which are paid outside a PAYE system.

The University is not involved with the payment process between intern and employer.

8. Submission and advertising

Employers will express interest by submitting internship vacancy details, via an online form, to the Santander Internship Programme team at the Careers & Employability Centre at the University of Sussex.

Once the team receives the online form, the opportunity will be assessed, and where accepted, advertised to eligible students and graduates.

Please note that advertising an opportunity through the University of Sussex Santander Internship Programme does not guarantee recruitment. 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.

Application should be via CV or company application form. The employer should conduct selection and/or interviews in the usual recruitment processes of the organisation.

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

9. Contracts

The intern should be treated as a temporary employee and where applicable (3 to 10 week internships) should be provided with a contract of employment, including dates of work, expected hours of work, sick pay arrangements, holiday entitlement and information about disciplinary and grievance procedures.

The employer should make arrangements for an induction as soon as the internship commences, and put in place a programme of supervision.

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 Sussex Graduate Internship Programme or fails to complete their internship, please notify the University of Sussex at the earliest convenience.

11. Monitoring

Contact will be made by the Careers and Employability Centre at the beginning of the internship and again at a mid-way point but employers are encouraged to raise any issues with the Sussex Santander Internship Programme team at any time.

The University will ask employers to submit a short piece of feedback to the University and may be asked for permission to use information provided for future marketing campaigns. Submission of feedback is mandatory.

12. Important dates

1 December 2017	Santander Internship Programme launch
30 September 2018	Deadline for allocating internships
1 November 2018	Internships must have commenced

13. Questions and contact

Please contact the Sussex Santander Internship Programme team at the Careers and Employability Centre, University of Sussex

Tel: 01273 877566 Email: internships@sussex.ac.uk

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