

University of Sussex First-Generation Scholars' Summer Internship Programme 2019

Terms and Conditions

Introduction

The University of Sussex offers a work-study programme for students identified as **First-Generation Scholars**.

This is part of its agreement with the Office for Students¹.

A First-Generation Scholar (hereafter referred to as 'the intern') must have a **family income of less than £42,875 per annum**, and is therefore eligible for a University of Sussex bursary *and/or* is the **first in their family to attend university**.

This document sets out the terms and conditions of the First-Generation Scholars' 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 First-Generation Scholar intern is rewarding for all.

The deadline for submissions of Expressions of Interest is strictly 7 April 2019

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¹ <https://www.officeforstudents.org.uk/>

1. Employer criteria

The Employer must:

- be registered in the UK (eligible organisations include all size companies, sole traders, partnerships and charities)
- register as a supplier with the University (*see 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 7. Salary*)
- have employer's liability insurance
- adhere to the terms and conditions outlined in this document

2. Internship criteria

The Internship must:

- be 8 weeks in duration (full time, 37.5 hours per week). (Subject to approval, two employers may 'share' an intern, working part time at each²)
- not be a part-time position
- commence in June or July 2019 and be completed by mid-September 2019 at the latest (exact date 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 First-Generation Scholar intern must be:

- identified by the University of Sussex as a 'First-Generation Scholar'
- a registered, current University of Sussex student completing their 2nd year of study towards an undergraduate degree
- not undertaking an FGS Summer Internship with another employer

4. The internship

The University is looking for meaningful and relevant projects which can be undertaken in the 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.

² Please contact CEC prior to submission to discuss

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.

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

Employers are required to self-register their details on the University's online procurement system. Following successful registration, The Finance Division at the University will make contact separately to confirm your organisation's payment details. 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 £2,900 (two-thousand nine-hundred pounds) funding to cover the £9.00 per hour salary³ for the intern for a period of 8 weeks. For London based

³ <http://livingwagebrighton.co.uk/>

employers funding will be £3,400 (three-thousand four-hundred pounds) to cover the £10.55⁴ 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.**

7. Salary

The salary for the Internship will be £9.00 per hour (the Living Wage) for Sussex and the rest of the UK. London based employers must meet the current London Living Wage of £10.55 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 be based at a business address. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sick pay arrangements, holiday entitlement
- a named on-site 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 (interns cannot work from home)
- appropriate liability and insurance cover
- all equipment required to undertake the role

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

⁴ <http://www.livingwage.org.uk/>

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 First-Generation Scholars' Summer Internship Programme 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 eligible 2nd year undergraduate students.

Please note that advertising an opportunity through the First-Generation Scholars' Summer Internship Programme 2019 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. FGS 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.

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 <https://careerhub.sussex.ac.uk/employers/Form.aspx?id=1263863>. (See 13. *Deadlines*)

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 First-Generation Scholars' Summer Internship Programme, or fails to complete their internship, please notify the University of Sussex at the earliest convenience. The University of Sussex 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 First-Generation Scholars' Summer Internship Programme team 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

March 2019 onwards	We will start promoting suitable opportunities to eligible students. Employers are asked to set their own application closing date (<i>see 13. Deadlines</i>).
1 May 2019 onwards	We will begin to issue Purchase Orders to Employers
June/July 2019	Internships will start during June or July. <i>Please note: the University vacation begins on 15 June 2019 but some students may be available earlier, depending on individual timetables. Teaching restarts in mid-September. Internship dates are to be decided between the intern and the Employer.</i>

13. Deadlines

7 April 2019	Deadline for submission of Expressions of Interest (internships) by Employers. No internships will be accepted for advertisement after this date.
3 June 2019	All recruitment and selection must be decided (offer made to student, accepted and University notified). Please note: FGS Summer Internship funding is limited. Employers who do not inform the University of Sussex of the successful recruitment of an intern on or before 3 June 2019 are not guaranteed to receive funding.

Please also see guidance on the online application form with respect to setting students' application deadlines.

14. Work shadowing

As part of the funding process for the First Generation Scholars Summer Internship Programme, participating employers are required to offer a 2-day Work shadowing opportunity for first-year FGS students.

One of the important outcomes of the FGS Work-Study Programme is to improve opportunities for this group of students; Work shadowing students will go on to become potential interns in their second-year.

If you feel that you would be unable to offer a relevant work shadowing opportunity then we reserve the right to cancel your advertisement and remove your organisation from future funding rounds.

15. Any questions?

Please contact the First-Generation Scholars' Summer Internship Programme team at the Careers and Employability Centre, University of Sussex:

Tel: 01273 877528 Email: internships@sussex.ac.uk