

Santander Universities UK and University of Sussex SME Internship Programme 2019/20

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.

Content

- | | |
|------------------------------------|-------------------------------|
| 1. Employer criteria | 8. Submission and advertising |
| 2. Internship criteria | 9. Contracts |
| 3. Eligible students and graduates | 10. Internship cancellation |
| 4. The internship | 11. Monitoring |
| 5. Funding | 12. Important dates |
| 6. University procurement | 13. Questions and contact |
| 7. Salary | |

1. Employer criteria

The employer must:

- be registered in the UK (eligible organisations include companies, partnerships and sole traders)
- register as a supplier 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 Earn
- have employer's liability insurance.

In addition, for the four-week fully funded internships, the employer must:

- have Tenant Membership with the Sussex Innovation Centre in either Brighton or Croydon

2. Internship criteria

For 2019/2020 the Santander SME Internship Programme allows for recruitment of interns in two different categories:

1. Four-week fully-funded internships for start-up employers based at the Sussex Innovation Centre
2. Eight-week part-funded internships for all other employers

The Internship must:

- be four or eight weeks in duration (at 35 hours per week); see below for part-time internships
- offer work at a suitable level for graduates (*see 4. The internship*)
- be allocated no later than **30 September 2020** and start no later than **1 November 2020**
- adhere to the terms and conditions outlined in this document.

Part-time internships can be funded but the working hours must equate to the same as a full-time internship, e.g. the intern must work for a total of 280 hours for an eight-week internship. The employer is still responsible for paying 50% of the intern's wages.

Employers based at the Sussex Innovation Centre are welcome to apply for the 8-week part funding instead of the 4-week full funding.

3. Eligible graduates

The Santander Internship Programme is available for any University of Sussex graduate, providing they completed their degree in either 2018, 2019 or 2020. Current students are no longer eligible.

Please note that postgraduate students complete their studies in September each year. They will not be eligible for funding until after this date.

Summer 2020 graduates can only be recruited during the Summer Term and cannot commence work until they have completed their course. This includes part-time internships.

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 internship should offer graduate-level work projects which can be undertaken in the four or eight week period. The aim of the internship is to provide graduates with high level work experience; this will enhance their employability and improve their chance of securing future graduate employment.

The internship must be based at a business address. Interns cannot work from home or non-business premise for any part of the internship. Exceptions to this are where the work is carried out as a normal part of the internship, for example client visits.

Any equipment needed to undertake the internship (for example computer equipment) must be provided by the employer. Internships will be stand-alone work experience opportunities and will not go towards accreditation of academic study at the University.

Graduate roles generally have the following characteristics:

- project, process and/or resource management
- self-management and time management
- team working
- business and customer awareness
- problem solving
- application of information technology
- communication and literacy
- application of graduate attributes such as innovative and critical thinking, creativity, collaboration and a positive attitude to work

Graduate roles occasionally include:

- leadership and/or decision-making responsibility
- application of numeracy and/or technical skills (depending on the role)

The University will assess the level of the role by its job title and description. When submitting your expression of interest, please ensure that you provide detailed information so that we can make an informed analysis. We will advise you if any changes need to be made to meet the criteria.

The University will not advertise any opportunities that do not meet the minimum criteria as set out above. University of Sussex staff will work with organisations to adapt job descriptions which might require some work to comply with these terms. However, job descriptions that do not meet any of these criteria will be rejected without notice.

Please note, as the ethos of the Santander Internship Programme is to help graduates transition into permanent graduate positions, priority will be given to employers looking to recruit graduates into permanent roles. Funding is not in place to cover short-term staffing needs or non-graduate-level positions.

Each SME is permitted to recruit a maximum of 2 interns during 2019/20.

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

5. Funding

Santander funding is administered by the University of Sussex.

Four-week internships will be fully funded by Santander and no further contribution is required from the employer (unless they wish to pay a higher rate or extend the internship beyond four weeks).

| <i>Internship length</i> | 4 weeks | |
|--------------------------|----------------|----------------|
| Location | Outside London | Greater London |
| Santander funding | £1260 | £1477 |
| SME contribution | £0 | £0 |

Eight-week internships will be part-funded by Santander to the total amount of £1260 and must be matched by the SME. For internships in Greater London the figure is £1477 which must be matched by the SME. These figures represent 50% of the funding for an intern paid at £9 per hour/£315 per week (£10.55 per hour/£369.25 per week in London) for a 35 hour week.

| <i>Internship length</i> | 8 weeks | |
|--------------------------|----------------|----------------|
| Location | Outside London | Greater London |
| Santander funding | £1260 | £1477 |
| SME contribution | £1260 | £1477 |

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.

These figures reflect the current Living Wage rates. It is expected that the hourly rates (and thus the funding provided) will be updated at some point after the new Living Wage figures are announced in November 2019.

Any additional costs will be met by the employer. *For information, holiday entitlement for a member of staff working full time for 8 weeks will be approximately 4 days.*¹

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.

¹ <https://www.gov.uk/holiday-entitlement-rights>

6. University procurement

All employers recruiting for internships must be set up as a supplier on the University of Sussex finance system. Employers are required to self-register their details on the University's online procurement system (if not already registered). You will need to supply company details and a business bank account.

Once an internship expression of interest has been approved, you will be asked to submit the above information.

Successful registration on the procurement system is a pre-requisite for being able to advertise an internship.

Following successful recruitment of an intern, 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 £9.00 per hour for internships outside Greater London, and £10.55 per hour for internships within Greater London. Employers are welcome to offer a higher salary at their own expense. These rates match the current Living Wage and London Living Wage levels².

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.

It will be a breach of these Terms and Conditions should the intern not receive the full salary as outlined in Clause 5 and this Clause 7. It is accepted that should this occur Sussex will take appropriate steps to recover the money paid to the Employer and / or ensure the intern is paid.

The Living Wage rates will be updated in November 2020 and these terms and conditions will be changed to reflect the new rates shortly afterwards.

² <https://www.livingwage.org.uk/what-real-living-wage>

8. Submission and advertising

Employers will express interest by submitting internship vacancy details, via an online form, to the Internships 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 graduates.

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

Santander Internship funding is limited and is allocated on a first-come first-served basis. **At no point are you guaranteed funding.** Employers are strongly advised to contact the University 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 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 immediately via the following online form: <https://careerhub.sussex.ac.uk/employers/Form.aspx?id=1099544>

9. Contracts

The intern should be treated as a temporary employee and 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.

CAREERS AND EMPLOYABILITY CENTRE

Should it become apparent that the intern fails to start the Santander 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.

Employers participating in the Santander Internships Programme agree to their data being shared with Santander Universities. For full information on the types of personal data they collect and how it is used please see the Santander Universities UK [Data Protection Statement](#).

12. Timeline

| | |
|--------------------------|--|
| November 2019 | Expressions of interest open |
| 30 September 2020 | Successful appointments must be confirmed by this date |
| 1 November 2020 | Internships must commence by this date |

13. Questions and contact

Please contact the Placements and Internships Team at the Careers and Employability Centre, University of Sussex :

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

Andrea Wall, Joint Acting Head, Careers and Employability Centre, University of Sussex
E andrea.wall@sussex.ac.uk T 01273 873384

October 2020 ST

Revision history: