Santander Universities UK and University of Sussex SME Internship Programme 2018/19

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, partnerships and charities)
- 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.

Employers who have benefitted from Santander Universities UK funding through the University of Sussex in the previous five years will not be eligible for funding in 2018-2019.
2. Internship criteria

The Internship must:

- be 10 weeks in duration (at 35 hours per week; part-time may be considered)
- offer work at a suitable level for graduates (see 4. The internship)
- be allocated no later than 30 September 2019 and start no later than 1 November 2019
- adhere to the terms and conditions outlined in this document.

3. Eligible graduates

The Santander Internship Programme is available for any University of Sussex graduate, providing they completed their degree in either 2017, 2018 or 2019. 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 2019 graduates can only be recruited during the Summer Term.

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 10 week period available.

The aim of the programme is to provide graduates with access to quality work experience; this will enhance their employability and improve their chance of securing future graduate employment. Submitted opportunities will be assessed for their suitability and level.

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 2018/19.**

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 will be part-funded by Santander to the total amount of £1575 and must be matched by the SME. For internships in Greater London the figure is £1846.25 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.

<table>
<thead>
<tr>
<th>Internship length</th>
<th>10 weeks</th>
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<tbody>
<tr>
<td>Location</td>
<td></td>
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<tr>
<td>Outside London</td>
<td>£1575</td>
</tr>
<tr>
<td>Greater London</td>
<td>£1846.25</td>
</tr>
<tr>
<td>Santander funding</td>
<td></td>
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<tr>
<td>SME contribution</td>
<td></td>
</tr>
<tr>
<td>£1575</td>
<td>£1846.25</td>
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</tbody>
</table>

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.

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 levels.

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.

8. Submission and advertising

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

1 https://www.livingwage.org.uk/what-real-living-wage
For each funding period (Autumn, Spring, Summer) advertising employers will have funding ring-fenced as long as confirmation of the successful intern is received by the deadline as specified in 12. Timeline. After this date funding is at the discretion of the Careers and Employability Centre.

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.

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

For 2018-2019 funding will be allocated on a termly basis. Any funding not allocated to employers at the end of the term will be carried over to the following term. To be guaranteed funding employers must inform the University of successful recruitment by the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
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<tbody>
<tr>
<td>14 December 2018</td>
<td>Autumn deadline for allocation of Santander funding.</td>
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<tr>
<td>12 April 2019</td>
<td>Spring deadline for allocation of Santander funding.</td>
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<tr>
<td>14 June 2019</td>
<td>Summer deadline for allocation of Santander funding.</td>
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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

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

January 2019 ST

Revision history: v.2 to update to 2018/2019 Living Wage