First-Generation Scholars Summer Internship Programme

Employers Frequently Asked Questions

About the Programme

What is a First-Generation Scholar?

University of Sussex First-Generation Scholars are students whose household income is below a certain level or who are the first in their family to participate in higher education. For more information see: Introducing the First-Generation Scholars’ Scheme

What courses are the students studying?

First-Generation Scholars are studying the full range of undergraduate degrees at the University of Sussex. You can see the latest course listing here: Sussex undergraduate courses

How many First-Generation Scholars are there?

There are approximately 1600 in their second year in 2019/2020 who are eligible to apply for these internships.

Can we have more than one intern?

If you have successfully hosted a Sussex intern previously, you will be able to have up to two interns, subject to your supervisory capacity. Some organisations may qualify for three interns; please contact us for details.

Can we offer a part time internship?

No, all the internships must be full time.

Can we advertise for a 10-week internship?

Since 2018 we have only funded 8-week internships. Once you have contracted an intern you are welcome to extend their period of employment if the student is in agreement. The extension will be at your own expense.

Can we share an intern?

Subject to agreement from the Careers and Employability Centre, two organisations may share an intern, working part time at each. One organisation will need to be the primary employer with responsibility for receiving funding and processing the intern’s salary. Please contact us for details.

When do internships start?

In principle, internships can start any time during June or July 2020. Students are available to start work as soon as they have completed all their academic responsibilities for the year. The internship must be completed prior to them returning to their studies in September 2020.
Do the internships have to be based in Brighton and Hove?

No, internships can be based anywhere in the UK. Understandably, most of our internships are located in Brighton, Hove and the wider Sussex area, but every year there are opportunities in London and elsewhere around the country. Students are often happy to return to their home towns to work over the summer, but your available talent pool may be limited by your location.

Can our interns work from home/a coffee shop?

Interns must be based at a business address. This is non-negotiable. We will contact the interns after they have started to check that they have settled in.

Can I ask the intern to provide their own laptop?

No. Just like any other employee, while working for you the intern should not be expected to provide the equipment which is necessary for them to do their job.

In addition, if the intern is to be using a computer for prolonged periods of time, they should be provided with a desktop computer rather than a laptop. Extended use of a laptop is unlikely to meet the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992.

Applications

Why haven’t I received any applications?

A lack of applications may be due to a number of reasons:

- An excess of similar opportunities (e.g. social media/digital marketing)
- Location
- Not enough job detail
- It being early in the application window (most applications are made towards the end of the process)

What should I do when I receive an application?

Please conduct your usual recruitment processes. Some employers wait until after the closing date before contacting applicants but we would advise inviting suitable students in for interview as soon as you receive their application.

What happens when we have chosen an intern?

Once you have offered a position to a student and they have accepted, please let us know: Summer Internship Acceptance.

Can we close the vacancy early?

You can close the vacancy at any time. Just let us know by email.
Can you help push our vacancy?

We are likely to advertise around 200 vacancies as part of the FGS Summer Internship Programme. We cannot prioritise any one employer and are unable to respond to requests for further promotion of a particular vacancy. The internships team makes considerable effort to market and promote the programme to all eligible students.

Is our job description good enough?

You should ensure that your job description details exactly what the role entails, and the person specification lists the skills required. Remember, you are competing to attract applicants, so the more detail you can provide the more interest you will get.

Please see section 4 of the terms and conditions for more information on what the internship should offer.

You can also see an example job description and person specification here: [FGS Example Internship](#)

Can we promote the opportunity ourselves?

Please do not advertise your opportunity anywhere else. Only 2nd year First-Generation Scholars at the University of Sussex are eligible and we cannot provide funding for anyone else.

Finance

How much funding will we receive?

Employers based outside Greater London will receive £3,000 per intern. Employers within Greater London will receive £3,500 per intern.

How much should we pay the interns?

Employers must pay their interns a minimum of £9.30 per hour (the Living Wage). Within Greater London, the hourly pay must be £10.75 per hour (the London Living Wage).

Can we pay less?

The programme is fully funded to cover the minimum hourly rates. Interns should not be paid less than the stated hourly rates.

Can we pay more?

Employers are welcome to increase the hourly rate paid to interns. Indeed this may help to attract candidates. However, the University cannot increase the funding provided.

The total funding covers more that the total wages, what should we do with the balance?

Any funding left over can be used to cover any costs you have, such as employer’s National Insurance contributions.
When will our invoice be paid?

The University’s terms of payment are 30 days from receipt of invoice but it can often be paid earlier than that. The sooner your invoice is submitted, the sooner it will be paid. The Careers and Employability Centre cannot influence the date of payment.

Why hasn’t our invoice been paid yet?

Please see above. If you believe that 30 days has passed since you submitted your invoice and you still have not been paid, please email us and we will investigate.

Can the University not just pay the intern directly?

Interns must be employed by the host organisation direct, with a fixed-term contract of employment. They must be paid via payroll/PAYE. The University cannot transfer the funds directly to the intern, and the employer must not transfer the funding as a lump sum to the intern. The intern cannot be paid on a self-employed basis.

Can you provide a template contract of employment?

Information on employment contracts, including templates, can be found on the ACAS website: Contracts of employment.

Holiday

How much holiday should the intern receive?

As a worker, the intern is entitled to the same pro-rata holiday as any other employee. For an 8-week period at 37.5 hours per week, this works out at approximately 31 hours or 4.1 days. Please see: GOV.UK Calculate holiday entitlement

When should the intern take their holiday?

At a time agreed by both parties

Our intern has already booked a 2-week holiday/Can the intern take additional holiday?

Any additional unpaid holiday can be agreed between you and the intern.

Work shadowing

What is the Work shadowing Programme?

The First-Generation Scholars Work shadowing programme is a two day opportunity for a foundation year or first-year student to come and shadow a member of your organisation. You can read more about the programme here: Work shadowing
What are the benefits?

By taking on a student through our First-Generation Scholars scheme, you can raise awareness of your organisation, and meet talented students who could be potential future employees.

You also help to support our work to ‘level the playing field’ for those from less advantaged backgrounds, so your participation can be seen as part of your positive involvement in enhancing social mobility.

What if we don’t want to offer work shadowing?

We reserve the right to remove any employers who fail to offer work shadowing from future funded programmes.

When will the work shadowing take place?

Any time in the 2020-2021 academic year, on dates convenient for you.

Do we have to offer work shadowing if we don’t secure an intern?

No, there is no obligation to offer work shadowing in this situation. However, you may want to consider the advantages of offering an opportunity in any case as per ‘What are the benefits?’ above.

We advertised a work shadowing opportunity in 2019-2020 but no-one has applied. Can we still submit an internship?

Yes.