University of Sussex First-Generation Scholars’ Summer Internship Programme 2016

Terms and Conditions

Introduction

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

This is part of its agreement with the Office for Fair Access¹.

A First-Generation Scholar (hereafter referred to as ‘the Intern’) must have a family income of less than £42,620 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.

Content

1. Employer criteria 8. Contract of employment
2. Internship criteria 9. Advertising and selection
3. Eligible students 10. Internship cancellation
4. The internship 11. Monitoring
5. University procurement 12. Important dates
6. Funding 13. Deadlines
7. Salary 14. Questions and contact

¹ http://www.offa.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 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 10 weeks in duration (full time, 37.5 hours per week)
- commence in June 2016 and be completed by mid-September 2016 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

4. The internship

The University is looking for meaningful and relevant projects which can be undertaken in the 10 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.
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. To do this you will need to provide the University with:

- full trading name
- company registration number
- VAT registration number
- full contact details
- business bank account (personal bank accounts will not be accepted)

Following confirmation of a secured internship, the University Finance division will proceed with supplier registration and, once completed, 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 who are registered suppliers.

The University will provide £3,300 (three-thousand three-hundred pounds) funding to cover the £8.25 per hour salary\(^2\) for the Intern for a period of 10 weeks. The University may consider more than one Intern per employer. For London based employers funding will be £3,800 (three-thousand eight-hundred pounds) to cover the £9.40\(^3\) per hour salary.

\(^2\) [http://livingwagebrighton.co.uk/](http://livingwagebrighton.co.uk/)
\(^3\) [http://www.livingwage.org.uk/](http://www.livingwage.org.uk/)
Any additional costs, such as holiday and sick pay, 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. 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 £8.25 per hour (the Living Wage) for Sussex and the rest of the UK. London based employers must meet the current London Living Wage of £9.40 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. Any additional costs incurred, such as holiday, sick pay, and employer’s National Insurance contributions will be met by the employer as appropriate.

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 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
- 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
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 Programme team reserve 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 2016 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.

Application should be via CV, covering letter or company application form. Applications will be filtered 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 internships@sussex.ac.uk. (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

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.

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.
12. Important dates

<table>
<thead>
<tr>
<th>February 2016 onwards</th>
<th>We will start promoting suitable opportunities to eligible students. Employers are asked to set their own application closing date (see 13. Deadlines).</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2016</td>
<td>Internships will start during June. <em>Please note: the University vacation begins in mid-June 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.</em></td>
</tr>
</tbody>
</table>

13. Deadlines

<table>
<thead>
<tr>
<th>28 May 2016</th>
<th>All recruitment and selection must be decided (offer made to student, accepted and University notified).</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 June 2016</td>
<td>Financial information, to enable registration with the University as a supplier, must be submitted to us by this date.</td>
</tr>
</tbody>
</table>

14. 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