

**Internship Vacancy Form**

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| **Permission to Recruit:** University vacancies only.Please provide the date the TR2 (for SCPs) orESR1 (for GBPs) has been approved and where relevant, the ESR1 reference number. |
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| **Internship Scheme and Reference Number: i.e.** [SCP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/scp/), [SBP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/sbp/) or [GBP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/gbp/). We will add the reference number. |
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| **Job Title:** e.g. ‘Graduate XXX’; ‘Trainee XXX’, ‘Coordinator’ ‘XXX Intern’ or ‘XXX Assistant’. If you would prefer to use the title ‘Officer’ please use ‘Support Officer’, as within the University officer roles are usually Grade E+.  |
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| **Line Manager-Name, Email and Tel** |
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| **Name and Address of Company or College/Department** |
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| **Workplace Address:** * If different from above.
* Remote working (full or partial) is encouraged.
* Please note we are unable to help employers recruit interns to workplaces based in private residences.
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| **Advertisement Start Date:** We aim to advertise within two working days of the vacancy being agreed |
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| **Advertisement Closing Date:** * Usually two weeks from the Advertisement Start Date.
* You will receive applications the next working day.
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| **Interview Date:** * Usually a week from the Advertisement Closing Date.
* Please allow yourself enough time to shortlist and call to interview as well as provide notice to candidates.
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| **Internship Start Date:** * If this is a GBP employed by UoE please allow 5-10 working days after appointment to set them up as an employee.
* Please state is your start date can be flexible, or if you are offering a range.
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| **Internship End Date:** Maximum of 23 months at UoE |
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| **Working Hours and Pattern:** * Undergraduate students can work 15hrs maximum, during term-time and full-time during vacation.
* Postgraduate students are only permitted to work 6hrs a week.
* Graduates can work full-time.

Is this role term-time only? [See University Term Dates](https://www.exeter.ac.uk/about/facts/termdates/)  |
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| **Salary:** * SCPs- Salary Scale Point L.1= £11.09 an hour (£9.90 basic + £1.19 holiday pay). Or Salary Scale Point L.2= £11.26 an hour (£10.05 basic + £1.21 holiday pay).
* SBPs- We recommend external employers pay £8.75-£10.00 an hour. \*See Holiday Allowance to work out an hourly rate that includes statutory holiday pay, rolled in.
* GBPs -L.3 on salary scale –£20,026 per annum.

Please note, University salaries are subject to cost of living increases and based on the [University of Exeter Pay Scales.](https://www.exeter.ac.uk/staff/employment/payandconditions/payroll/)  |
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| **Pay Day**: External companies only. |
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| **Holiday Allowance:** External companies only.Please see the government guidance on paid holiday: (<https://www.gov.uk/holiday-entitlement-rights>) and state the paid holiday you are offering, or,If you are employing a student part-time and prefer to offer an hourly rate with 10.8% holiday pay included, please explain this in the hourly rate e.g. * £11.09 an hour (£9.90 basic+£1.19 holiday pay)
* £10.00 an hour (£8.92 basic+£1.08 holiday pay)
* £9.50 an hour (£8.47**\*** basic+£1.03 holiday pay)
* £9.00 an hour (£8.03**\*** basic+£0.97 holiday pay)
* £8.75 an hour (£7.80**\*** basic+ £0.95 holiday pay)

\*Please note if you employ a student over the age of 21 and you have originally advertised your SBP role with an hourly rate of less than £9.50 an hour (inclusive of holiday pay) you will need to increase the rate to:* £9.99 an hour (£8.91 basic+ £1.08 holiday pay) -23yrs+ old- National Living Wage
* £9.37 an hour (£8.36 basic+ £1.01 holiday pay) -21-22yrs old- National Minimum Wage
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| Rolled in holiday into hourly rate? |
| **Job Summary:** Internships Team to complete. |
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| **Job Description and Person Specification:** Maximum of 3000characters including spaces. |
| **INTRODUCTION**Summary of Company or University DepartmentPlease write a paragraph summarising your organisation and department the role will be in. This could include a description of what you do; your company performance (this could include position in sector and whether you are award winning) when you were established; how many people work with you; number of staff; company culture; work life balance; and commitment to CSR.Standard text the Internship Team will delete from or insert into this vacancy:At the [University of Exeter](https://www.exeter.ac.uk/working/prospective/#djvXFCHsET2B7Fx1.99) we want to make the exceptional happen, and have a real and lasting impact on the world around us. We are already firmly at the forefront of universities worldwide and our ambition is to increase that position, particularly as a Global 100 institution. We challenge our talented students to achieve more than they ever thought possible, and recruit the very best people from around the world to reach greater heights in research excellence, innovation and impact. **JOB DESCRIPTION**Purpose of RoleDuties and Responsibilities Initial duties and responsibilities Longer-term duties and responsibilitiesTraining and Development opportunitiesPlease provide details of the learning opportunities available to the intern such as:* Who works in the organisation that the intern can learn from- you could link to LinkedIn profiles here
* Details of on the job training
* Accredited and/or a professional qualifications
* Potential for progression for the right candidate in your company or highlight how the experience can help the intern with their next step

Standard text the Internship Team will delete accordingly and insert into this vacancy:**GBP employed by Uni-** The university offers online and in-person learning and development opportunities, including mandatory online training in [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) and [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/). Plus GBPs are offered a ‘how to make the most of your internship’ introductory session, bespoke mentoring, work shadow and career consultancy opportunities.**GBP employed by external employers-** GBPs are offered a ‘how to make the most of your internship’ introductory session, career mentoring, work shadow and career consultancy opportunities.**SBP employed by external employers-** SBPs will receive a How to Make the Most of your Internship’ guide.**SCP employed by Uni-**All SCPs will be required to undertake [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) and [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) online training.Level of Support Please provide details on the support that will be offered to interns such as:* Frequency of meetings with their line manager
* Work place buddy or mentor

Standard text the Internship Team will delete accordingly and insert into this vacancy:**GBP employed by Uni-** The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus GBPs are offered 1:1 support from the Internships Team.**GBP employed by external employers-** GBPs are offered 1:1 support from the Internships Team.**SBP employed by external employers-** SBPs are offered 1:1 support from the Internships Team.**SCP employed by Uni-** SCPs are offered 1:1 support from the Internships Team.Other Benefits, Rewards and RecognitionPlease provide details on the support that will be offered to interns such as:* Flexible working
* Bonus
* Having a job that allows you to ‘give something back’ to the community
* Awards nomination e.g. [Student Employee of the Year Award](https://www.exeter.ac.uk/careers/employment-services/recruit/casual-work/studentemployeeoftheyear/)
* Travel
* Health and wellbeing e.g. eye test
* Reference
* LinkedIn recommendation
* Social activities with colleagues

Standard text the Internship Team will delete accordingly and insert into this vacancy:**GBP employed by Uni-** The University offers a wide range of [benefits, rewards and recognition](http://www.exeter.ac.uk/staff/benefits/), including generous pension and holiday allowance of 39 days a year. **PERSON SPECIFICATION**Degree and AttainmentSkillsBehavioural Characteristics/ Personal Qualities and AttributesKnowledgePrior Experience (please only include experience that could have been achieved outside of the workplace)Other Scheme RequirementsInternship team to insert [SCP](https://www.exeter.ac.uk/careers/employment-services/recruit/internships/scp/)/[SBP](https://www.exeter.ac.uk/careers/employment-services/recruit/internships/sbp/)/[GBP](https://www.exeter.ac.uk/careers/employment-services/recruit/internships/gbp/) scheme requirements |
| **Expenditure Costcode for Internship Management Fee:** University vacancies only |
| XXXXXXX XXXX 21435- Please replace the Xs |
| **Expenditure Costcode for Salary to pay your GBP:** University vacancies only |
| XXXXXXX XXXX 21305- Please replace the Xs |
| **Further Communications:** |
| Approximately six times a year we would like to contact you about further employability events and recruitment activities that we hope will meet your needs. Due to the introduction of the General Data Protection Regulation (GDPR), we need to ask your permission to do this. Please tick the relevant box below: |
| Yes – I wish to be contacted regarding future employability and recruitment opportunities. |  |
| No – I do not wish to be contacted about future employability and recruitment opportunities. |  |
| **Declarations** |
| **By returning this form you are confirming that you:*** Agree to the [Internships Terms and Conditions (see relevant SCP/SBP/GBP webpages](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/)).
* Hold valid Employer Liability Insurance
* Will conduct a Risk Assessment with my intern, to include home working and/or COVID-19 factors (HSE guidance will be provided)
* Will pay the University of Exeter management fees (where applicable-please see below) on the successful appointment of one of our candidates.
* If you are benefitting from an employer subsidy, you agree to the University of Exeter sharing the details of the internship, your organisation and the intern, with the funders.
* Any data provided to the University by any party will be processed in accordance with [Student Employability and Academic Success (SEAS) Privacy Policy.](http://www.exeter.ac.uk/careers/employment-services/seasprivacynotice/)
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**Management Fees**

**The University of Exeter charge management fees for GBPs and SCPs. This fee covers:**

* **Advertising -** includes advising on job details and person specification, advertising your role in a variety of places, and appropriate timescale;
* **Managing the application process -** includes handling general enquiries and applications;
* **Training** – One day employability training for GBPs;
* **Contract/Agreement support –** includes providing internship agreements, liaison with HR about contracts for GBPs, and general guidance on the eclaims process for SCPs
* **Support and guidance** – For interns and employers on placement and employability issues.

**GBPs:**

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| **External company and organisation** | **£400 + VAT– All Months** | **Extensions to contract: £50 + VAT** |
| **University of Exeter as the employer** | **£300 – All Months** | **Extensions to contract: £50** |

**SBPs:**

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| **External company and organisation** | **No Charge** |

**SCPs:**

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| **University of Exeter as the employer** | **£100 – All Months** | **Extensions to contract: £25** |

**Please return this form to** **internships@exeter.ac.uk**

**By returning this form you are agreeing to place your vacancy to advert and pay applicable management fees on appointment of one of our candidates.**