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**Internship Vacancy Form (2023-24)**

**EXTERNAL EMPLOYERS**

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| **Internship Scheme and Reference Number:**  *Internships Team will add the reference number.* | |
| SBP/GBP | |
| **Job Title:** | |
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| **Line Manager Contact Details:** | **Company Name & Workplace Address:** |
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| **Is remote working possible for this role? (Full or partial).** | |
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| **Advertisement Start Date:**  The team will aim to advertise within two working days of the vacancy being agreed. | **Advertisement Closing Date:**  Usually, two weeks after the advertisement start date for SBPs and three weeks for GBPs.  You will receive applications the next working day. |
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| **Interview Date:**   * Recommended 1 week after the advertisement closing date. * Allow yourself enough time to shortlist for interview and provide notice to candidates. | |
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| **Start Date:**   * Let us know if your start date can be flexible. | **End Date or duration:** |
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| **Working Hours:**   * Undergraduate students can work up to 15 hours per week during term-time and full-time during vacation. * Postgraduate students are permitted to work up to 6 hours per week during term-time and full-time during vacation. * Graduates can work full-time but may need to work reduced hours if they are in their final year. | |
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| **Job Description and Person Specification:** | |
| **Job Summary**  Provide a summary of the role highlighting the main tasks and development opportunities (approx. 100-200 words).  **Key Dates**  **Closing Date:**  **Interview Date:**  **Start Date:**  **End Date:**  **Salary/Pay: £**   * SBPs – the university recommends the National Living Wage (London rate) of £10.90 per hour, as a minimum. * GBPs – this should start from £25,007 per annum.   **Purpose of the Role**  Aims of objectives of the post  **Duties and Responsibilities**  E.g   * Typical tasks that need to be completed * The systems that will be used * The people and/or teams the intern will be working with   **Training and Development - What Skills and Experience will this Opportunity Provide?**  Summarise the learning opportunities available or the types of experience that can be gained by undertaking this role, such as:   * Research/project management experience * Specific skills that can be developed or built upon * Accredited and/or a professional qualification(s) that can be gained * Any potential for progression for the right candidate * How this experience can help the intern/graduate with their future career   **Support Available**  What support will be offered? For example:   * Regular meetings with the line manager * Workplace buddy or mentor * On the job training/shadowing * Students will be offered 1:1 support from the Internships Team.   **The Benefits**  Use this section to highlight the benefits available, such as:   * Flexible/remote working * Bonus * Having a job that allows you to ‘give something back’ to the community * Awards nomination in the [University of Exeter Employment Awards](https://www.exeter.ac.uk/students/careers/events/employmentawards/) * Travel costs covered * Health and wellbeing e.g. eye test * Reference * LinkedIn recommendation * Social activities with colleagues   If this is a GBP role, the following will be included:   * You will be invited to quarterley networking and professional development events through ‘The Graduate Network’ exclusively for GBP’s and their line managers. * All Graduates are offered a ‘how to make the most of your internship’ guide. * You will have access to the university’s [Career Mentor Scheme](https://www.exeter.ac.uk/students/careers/employability-schemes/careermentorscheme/) and an extensive suite of online training which includes Excel, presentation skills, and negotiation skills.   **About the person you need (Person Specification)**  Degree and Attainment  Skills  Personal Qualities and Attributes  Knowledge  Prior Experience  (Please only include experience that could have been achieved outside of the workplace)  **About the Company**  Please write a paragraph about your Company. This could include a description of the mission/aims, any achievements, and why it is a great place to work. | |
| **Declarations** | |
| **By returning this form you are confirming:**   * Agreement to the [Internships Terms and Conditions (see relevant SBP/GBP webpages](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/)). * An appropriate person within the organisation will conduct a Risk Assessment with the student or graduate, to include home working (HSE guidance will be provided). * Agreement to pay the University of Exeter management fees (for GBP roles only - see below) on the successful appointment of one of our candidates to your role. * 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. | |

**Management Fees**

The Student Employability Team charge a management fee for GBP recruitment. **This fee covers:**

* **Advertising -** including any support provided to create your job description, promoting your role on a variety of social media platforms, websites, and direct mail campaigns.
* **Managing the application process -** handling general enquiries and applications.
* **Training** – guides and 1:1 support where required.
* **Contract/Agreement support –** providing the internship agreement, liaison with HR regarding employment contracts for graduates, and guidance to line managers and interns.
* **Support and guidance** – ongoing support and guidance is provided to both students and line managers throughout the internship.

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| **Graduate Business Partnership (GBP) Scheme:** | **£400** | **Extensions to contract: £50** |
| **Student Business Partnership (SBP) Scheme:** | **No charge.** | |

**Return your completed form to** [**internships@exeter.ac.uk**](mailto: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.**