READING INTERNSHIP SCHEME

EMPLOYER HANDBOOK
We’re pleased that you’re considering joining the Internship Scheme in 2018. This handbook will guide you through the process of working with the Reading Internship Scheme and answer some of the most common queries employers have—you can contact us on 0118 378 8359 or ris@reading.ac.uk if you have any more questions about the programme.

Introduction to the Reading Internship Scheme
The process of hiring an intern
Funding and eligibility
Running your internship
Other ways to work with our students and graduates

“This is my second year of Reading interns and they are extremely high quality. I recommend you to others for excellent, proactive, enthusiastic and highly skilled students”

Quote from an employer on the 2017 feedback survey
What is an internship?

An internship is where an individual works so as to gain relevant professional experience before embarking on a career. Well managed, high-quality internships should be beneficial to both employer and intern. The intern should develop professional skills and an understanding of a profession by undertaking work of value for an employer, enhancing their future employability and creating a new, highly-talented future workforce. In addition, employers can use internship programmes to directly identify and recruit motivated and capable individuals.

Taken from “Common Best Practice code for High-Quality Internships”
Published by the Trades Union Congress on behalf of the Gateways to the Professions collaborative Forum, September 2013

What is the Reading Internship Scheme?

The Reading Internship Scheme facilitates internships with SMEs for students and graduates of the University of Reading. It is run by the Careers team and is part of a wider offering for SMEs.

The scheme offers:

- An application framework that enables you to reach our students and graduates, but keeps you in control of selecting the right candidate
- Bursaries to support the salary costs of an intern
- An opportunity to employ one of our talented students or graduates with a skillset that you require for a 6-8 week period over the summer

It is suitable for organisations who are:

- An SME with 1-250 employees
- Looking to grow their talent pipeline by offering meaningful work experience, offering a genuine learning experience to a Reading student or graduate
- In need of the resource to complete a project that could be supported by one of our students?
- Within commuting distance of Reading
- Able to offer a professional or business environment in which an intern can be

[The scheme] enables a significant project to be completed during a full-time period of 3 months' work, and for the intern to make a lasting difference here. It would otherwise be difficult for us to achieve this same success.

Quote from an employer on the 2017 feedback survey

92% of employers who took part in the 2017 Reading Internship Scheme felt that their interns will make a lasting impact on their organisations

Based on the 2017 feedback survey
The process of hiring an intern

Registration Form

- You’ll need to complete our employer registration form. When you register, we’ll check that your organisation meets our eligibility criteria and we’ll confirm what kind of financial support is available for your internship.

- This registration form will be the basis of your advertisement that is published to students. The most important part of this form is the Job Description. All internships must have a project-based job description which details the role you are offering. By giving interns a specific project, employers and students will gain the most from the internship.

- You can access the registration form here: https://reading.onlinesurveys.ac.uk/reading-internship-scheme-employer-registration-2018

Advert goes out to students

- The Careers team will use the information on your registration form to publish your role on our My Jobs Online platform. This platform is only accessible to our students and graduates. Roles are usually advertised for one calendar month and applications are sent to Careers.

Host organisations shortlist and choose the right candidate

- The Careers team will pass the applications on to the host organisations for shortlisting. At this point, it’s over to you to shortlist and interview in the style that works for you: an important feature of the Reading Internship Scheme is that you as the host maintain control of selecting the right candidate for you.

- On the rare occasion that you’re unable to choose a suitable candidate from the applications, we will discuss other options: usually either tweaking the role or re-opening applications.

Arrangements are finalised with the placement agreement

- You select the right candidate and arrange a start date with your intern and inform the Careers team of the successful candidate. It’s really helpful for unsuccessful candidates to hear back from you in order to gain valuable feedback.

- Once we have a start date, the internship co-ordinator will send you a placement agreement. This will confirm the arrangements and detail the grant amount that the University can offer. We’ll also send a health and safety checklist and other documentation. Internships cannot begin until the placement agreement is signed and returned by the host organisation. The placement agreement details the grant that we can pay.

Internships take place

- Employers pay students their salary as part of their normal payroll and invoice the University for the grant payment.

Feedback collected

- We’ll ask all employers and all students to feedback on their experiences. Interns are asked to complete a report and both employers and interns are asked to complete a brief feedback survey.
Funding

All interns are paid at a rate of £300 per week for a 35 hour week.

The University of Reading offers a contribution towards salary costs as outlined below, subject to approval by the Internship Co-ordinator. We will make the contribution in the form of a grant with the expectation that the host organisation will pay the intern, topping up the salary to £300 per week where applicable.

When you apply to join the scheme, you will be asked for the length of internship that you would prefer. The majority are 6 weeks and requests for up to 8 weeks will be considered where there is a project that merits a longer internship.

SMEs

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>6</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic salary paid to intern</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Grant from University of Reading</td>
<td>£900</td>
<td>£1,200</td>
</tr>
<tr>
<td>Cost to business</td>
<td>£900</td>
<td>£1,200</td>
</tr>
</tbody>
</table>

The grant from the University is:
- 50% funding of basic salary

SME charities

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>6</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic salary paid to intern</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Grant from University of Reading</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Cost to charity</td>
<td>£0</td>
<td>£0</td>
</tr>
</tbody>
</table>

The grant from the University is:
- 100% funding of basic salary

Eligibility

To participate in the scheme and be eligible for the above funding, host organisations must:
- Be an SME with 1-250 employees
- Be able to pay via PAYE pending grant contribution from the scheme.
- Accept the associated on-costs (employers NI etc), and pay the employer’s contribution towards salary as detailed above
- Have premises in which an intern can be based (we’re not able to support internships which are predominantly remote working although some working from home on occasion is acceptable)
- Have a project-based job description that an intern can work on for the majority of their time. This helps to ensure that interns have a meaningful role in the organisation and helps both interns and employers to benefit from the experience.
- Accept the University’s placement agreement
- Have a health and safety policy and suitable employer liability

“I cannot recommend the programme highly enough. I’m in the place where I run an exciting, fast moving company but because we’re early stages I don’t have the funds to take on staff so this programme is invaluable for my company.”

Quote from an employer on the 2017 feedback survey
Support while internships are taking place

Internships are structured in such a way that the host organisation acts as the employer while the internship is taking place and so employers are generally autonomous in how they manage the role.

We’re always on hand if there are any issues or you need support. If there are any issues during the internship then please try to resolve these directly with your intern in the first instance, and we’re happy to input where appropriate.

We do try to visit interns for a monitoring and feedback visit, especially if this is the first time you’ve worked with us, but this isn’t always possible.

Health and Safety

It is a condition of participating in the scheme that employers should have employers’ liability insurance and a suitable health and safety policy. Employers will need to complete a brief checklist alongside the placement agreement.

Annual Leave, Study Leave and Sick Pay

As temporary employees, interns have the right to accrue annual leave. As the employer, host organisations should make their own arrangements for annual leave, but the gov.uk calculator may help to establish the entitlement: https://www.gov.uk/calculate-your-holiday-entitlement

Employers should follow the same arrangements for absence through illness as they would for any other member of staff.

In a minority of cases, interns may have to undertake examinations during the course of their internship. We ask you to be mindful of this so that exams and study can take priority.

Reporting and Feedback

We ask students to produce a report about their time with you. This is a reflective exercise for our interns and is designed to inform their future career planning and job applications. Please do support your interns by giving them time to complete it.

Towards the end of the internship, we will get in touch to ask for your feedback, both about the intern and the scheme as a whole.
The Reading Internship Scheme runs over the Summer but there are ways to work with our students all year round. To get in touch with the Employer Engagement team or to look at other ways in which you can work with talented students and graduates from the University of Reading, please see: www.reading.ac.uk/careers/employers

**Online jobs portal — My Jobs Online**

Subject to approval by our Internship Co-ordinator, your internship will be advertised on our online jobs portal, My Jobs Online. This is the best way to reach our students and graduates and is a closed portal just for them. The portal is free of charge and can be accessed via [www.reading.ac.uk/careers/myjobsonline](http://www.reading.ac.uk/careers/myjobsonline)

My Jobs Online can be used to promote:

- Immediate and future vacancies for graduates
- Part-time work for students during term time
- Undergraduate placements
- Vacation work
- Volunteer opportunities

We ask all employers to register for our jobs board, My Jobs Online, and upload their vacancies using the simple online form.

Once registered, a password will be sent to you via email and you will not need to provide your company details again.

Please post a summary of the vacancy, ideally with a link to your website (where possible) so that candidates can view further details such as the job description and person specification.

Before submitting a vacancy, please ensure that you have read and are happy to accept our terms and conditions, via the above link.

Once approved by a member of our team, the vacancy will appear live on our website free of charge. Any student or graduate who has registered an interest in that sector will also receive an automatic email alerting them to the vacancy.