READING INTERNSHIP SCHEME

We’re pleased that you’re considering joining the Reading Internship Scheme (RIS) in 2019.

This handbook will guide you through everything you need to know about the scheme, and how to get involved.

SUPPORTED BY:

The Earley Charity

Santander
WELCOME TO THE READING INTERNSHIP SCHEME

As the Reading Internship Scheme Coordinator, it gives me great pleasure to announce that we have launched the fifth cycle of the Reading Internship Scheme.

Each year we work with more and more inspiring SMEs and students, and see both organisations and students grow. We have high aspirations for the scheme, by aiming to reach out to even more SMEs to connect you with our talented students, and we invite you to participate in 2019.

I look forward to working with you.

Holly Forsyth
h.forsyth@reading.ac.uk
0118 378 6040
ABOUT THE SCHEME

As a University we want to ensure that our students are getting genuine and meaningful work experience; able to apply and develop transferable business skills. Exclusive to University of Reading undergraduates and recent graduates, the Reading Internship Scheme (RIS) allows organisations to connect with our talented students through internships.

Organisations can apply to take on a University of Reading student or recent graduate as an intern for 4 to 8 weeks. Grants are available to support interns’ salary costs.

The scheme offers your organisation:

- The opportunity to employ one of our talented students or graduates with a skillset that you require for a 4-8 week period
- An application framework that enables you to reach our students and graduates but keeps you in control of selecting the right candidate
- Grants to support the salary costs of an intern

RIS is exclusive to University of Reading students and graduates.

ELIGIBILITY

We are looking for ‘host’ organisations that are:

- A Small or Medium Enterprise (SME) with 1-249 employees and an annual turnover of less than £50 million.
- Looking to grow their talent pipeline by offering a genuine learning experience to a Reading student or recent graduate
- Within commuting distance of Reading
- Able to pay via PAYE pending grant contribution from the scheme
- Happy to accept the associated on-costs (employers NI etc.), and pay the employer’s contribution towards salary
- In agreement with the Terms and Conditions for RIS set out on page 5

Internships through the scheme must fit the following criteria:

- Last between 4 to 8 weeks
- The intern must be able to work in a registered office space for at least 4 days of their working week
ONBOARDING YOUR INTERN

Support whilst Internships take place
Internships are structured in such a way that the host organisation acts as the employer while the internship is taking place and so organisations are generally autonomous in how they manage the role. That said, we are on hand if there are any issues or you need support in preparing to welcome the intern to your organisation. If there are any issues during the internship we encourage you to try to resolve these directly with your intern in the first instance, although we are of course happy to input where appropriate.

We also try to visit interns for a monitoring and feedback visit; especially if this is the first time your organisations has worked with us.

Health and Safety
It is a condition of participating in the scheme that organisations should have Employers’ Liability Insurance and, in line with our Terms and Conditions, the place of work complies with health and safety regulations. We ask all organisations to complete a brief checklist alongside the internship agreement.

Annual Leave, Sick Pay and Study Leave
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](https://www.gov.uk/calculate-anual-leave) may help to establish the entitlement.

Organisations 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.

Feedback
Towards the end of the internship, we will get in touch to ask for your feedback, both about your intern and the scheme as a whole.
The timeline below is an overview for employers on how to get involved with the Reading Internship Scheme, and what the process after registration is. Please note that timelines can vary each year depending on interest generated.

*Please note: An internship cannot begin until the legal paperwork is completed, signed by host organisation and University, and returned to the RIS Coordinator.

- **Attend scheme’s launch in January (optional)**
- **Register interest for the scheme in January**
- **RIS coordinator will confirm/reject registration**
  - If successful, grant available to employer, internship length and start/finish date for vacancy will be agreed
  - RIS coordinator will upload opportunity onto student facing site (MJO) for students to apply
  - Vacancies will also be advertised through our Careers Centre and can be extended if need be
  - Once vacancy has closed student applications will be sent to employer by the RIS coordinator
  - Employer will then shortlist candidates and confirm these to RIS coordinator and students within 1 week
  - Employer to feedback to unsuccessful candidates within 1 week of interview
  - Interviews take place (method chosen by employer)
  - Employer to select successful student, keeping all parties up to date
  - Keep in touch with RIS coordinator throughout and then complete paperwork* confirming grant and start/finish dates
**FUNDING**

All interns are paid at a rate of £300 per week for a 35-hour week. National Living Wage and London Living Wage organisations are welcomed to enquire about RIS – where possible, we will review on a case-by-case basis. For example, if your organisation pays either of these, you may be entitled to a larger grant to cover the intern’s salary where you can supply evidence of your scheme. Please contact the RIS Coordinator if you would like further details.

The University of Reading offers a contribution towards salary costs as outlined below and subject to approval by the RIS Coordinator. 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.

The scheme offers you a choice of internships lasting between 4-8 weeks, which can be part-time or full-time. We welcome applications for 4 week internships for the spring period (15th March - end of April), and 4-8 week internships taking place over the summer break (June – 27th September).

When you apply to join the scheme you will be asked for the length of internship that you would prefer, and when you would like this to take place. 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.

Please see the table below for details of the funding you may be eligible for.

### SME (charity)

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>4</th>
<th>6</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic salary paid to intern</td>
<td>£1,200</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Grant from University of Reading (100% of the salary cost)</td>
<td>£1,200</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Cost to organisation</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
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### SME (all other)

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>4</th>
<th>6</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic salary paid to intern</td>
<td>£1,200</td>
<td>£1,800</td>
<td>£2,400</td>
</tr>
<tr>
<td>Grant from University of Reading (50% of the salary cost)</td>
<td>£600</td>
<td>£900</td>
<td>£1,200</td>
</tr>
<tr>
<td>Cost to SME</td>
<td>£600</td>
<td>£900</td>
<td>£1,200</td>
</tr>
</tbody>
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Host organisations are responsible for employers’ NI and other on-cost expenses.

**Please note:** Funding is reviewed each year, so organisations that took part in the scheme before may not receive the same funding as previously.

### Retrieving the grant

In order to retrieve the grant from the University, your organisation should invoice the University no later than the intern’s first working day, and include your individual purchase order number which will be sent to you by the RIS Coordinator.

As the University together with the funding organisations are not benefitting financially by providing grants – we are allocating the funds to organisations that are not strictly supplying us with any goods / services – all grants are VAT exempt. **This must be reflected in all invoices.**
GETTING INVOLVED

To get the process started, all you need to do is register your interest through 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.

The registration form will be the basis of your advertisement that is published to students. The most important part of this is the job description, please see pages 7 and 8 for guidance on how to best engage our students. All internships must have a job description which details the role you are offering.

Registering your interest for the scheme does not guarantee your organisation a place on the scheme, the Reading Internship Scheme Coordinator will make contact to confirm this.

Complete the registration survey.

Please note, when registering your interest you will be asked to type ‘I agree’ to the following terms and conditions, shown below, to complete your registration.

Terms and Conditions
By typing ‘I agree’ on your registration form your organisation is agreeing to the following:

- Your vacancy listed in your registration form will not be advertised elsewhere, as this is exclusive to the Reading Internship Scheme (RIS).
- You will supply us with such information as reasonably required in order to set up, promote and arrange the internship.
- It is your responsibility to ensure applicants have equal opportunities in accordance with obligations under the Equalities Act 2010.
- You will supply us with copies of all correspondence to any applicant introduced to your organisation up until the commencement date. (Being ‘cc’d’ on emails would suffice).
- You will notify us once a successful applicant is engaged in RIS with your organisation including details of the proposed commencement date, duration of the internship.
- It is your responsibility to ensure that all applicable legislation has been complied with in connection with the internship including all employment laws and regulations and the Data Protection Act 2018.
- You are responsible for employing the successful applicant and paying the applicant’s wages (via PAYE) and reasonable expenses, where applicable.
- You will ensure that the place of work complies with health and safety regulations during the internship including, but not limited to, registered office space and appropriate desk space for your intern to work.
- There will be sufficient staff present for the duration of the internship to ensure appropriate supervision and support are always available to your intern.

If you have any questions about the Terms and Conditions, please contact the RIS Coordinator.
WRITING YOUR INTERNSHOP JOB DESCRIPTION

The job description you include when registering your interest, will be what is advertised to our students. Here are some pointers of what we recommend to include within your internship description, in order to maximise student engagement.

**Engagement Hacks**

- What will the internship involve?
- What skills would the intern develop from working within your organisation?
- Are there any development opportunities available for an intern? (E.G. chance for intern to work shadow other colleagues, mentoring/career advice, chance to secure part time/full time employment as result of internship).
- How will the student benefit your organisation?
- Benefit of working within your organisation against a corporate (E.G. more exposure to the business, chance to meet Directors etc.).
- Is it within commuting distance from Reading?
- Include a link to the company site

**Example Internship Job Description**

Below is a job description from the scheme which received the one of the highest number of student views.

**About:**

We are a young, fast-moving tech company looking for a talented Marketing intern who wants to learn and develop their skills in marketing & entrepreneurship. If you join us, you’ll get to work in a small cross-functional team continuously implementing features, improvements. You will also have the freedom to make the role your own and create your own projects. Ideally, you will be someone who has a real passion for marketing, and the difference it can make in people’s lives. You’ll be someone who likes getting things done, loves solving complex problems and being creative with what technology can do. You will be interested in identifying and deploying the most effective marketing techniques to attract users to our platform.

**Your role will involve:**

- Participating in brainstorming sessions and innovative growth strategies
- Assisting in building a brand voice and personality
- Performing keyword research to optimize existing content and uncover new opportunities
- Conducting research to understand user insights and needs
- Providing recommendations and execute strategies for content development in coordination with SEO goals
- Helping to create and support marketing content for social media purposes
- Monitoring and administer web analytics dashboards, reports and key reporting tools, and point out key areas of importance in accordance client goals
- Advise on keyword usage for social media and blog posts
Ideally, you’ll have:

- An interest in communication, marketing & technology
- An interest in marketing, social media and growth strategy
- The ability to write good copy (in English) for our blog, social media & PR
- Take ownership and initiative to get things done without being asked
- The ability to confidently communicate with our partners, speakers & sponsors

Bonus points if you:

- Can take good photos and use photo editing software
- Have some knowledge of web design & front-end web development
- Have some experience in start-ups or a keen interest in start-ups & entrepreneurship
- Previous marketing experience or qualifications

If you join us, you’ll get:

To work with a team that values innovation and creative problem-solving and that believes in creating a great product that can be used by everyone. There will also be free drinks, snacks and monthly team lunches.

How to apply for our internship:
Send us a couple of paragraphs and tell us about yourself, your interests, why you’re interested in working with us. Also, tell us about something you’ve worked on that you are proud of or excites you. Include links to your Github, social media, website or portfolio. A CV might be helpful.

We can’t wait to hear from you.

Other Information You Care About:

- Your regular office hours are 9-5.30 Mon-Fri. We can be flexible for the right intern!
- Where are we?
- We’re in a business park south of Newbury. There is a bus here from the station in Newbury but being able to get to the office is important. Please don’t apply if reaching us will be difficult for you.
- When does it start?
- When you are ready. We can be flexible, we’re looking at July and August.
SHORTLISTING AND INTERVIEWS

At this point, it’s over to you to shortlist and interview in the style that works for you once you have received student applications from the RIS Coordinator. 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.

**After shortlisting:**

Employers are required to let the Reading Internship Coordinator know the names of their shortlisted candidates after selection, so we can provide the appropriate support to both employer and student.

We also ask that you let all candidates know of your decision within **1 week of receiving all applications** and provide constructive feedback to unsuccessful applicants on their applications. Students tend to apply for various internships on the scheme, so the quicker employers respond to applicants, the more likely you are to recruit.

**Interviewing students:**

Employers have complete control over when and how they wish to interview their candidates but we do ask that you take potential restrictions such as travel into consideration.

For example: If it is not possible for a student to meet with you (due to circumstances such as exams) then we ask you to please consider other options such as Skype interviews or phone interviews.

We ask employers to let all candidates know of the decision within **1 week** of the end of the interview process.

**Feedback Guidance:**

We ask employers to feed back to students in order to help them secure an internship.

- When shortlisting/interviewing please contact student(s) to let them know feedback is available
- We advise to provide feedback on all parts of the selection process from application through to interview (if candidate did both)
- Focusing on how they can improve their application and interview technique to aid their search for an internship
- To also focus on the positives and what they could do again within their next application and interview
EXPECTED PAPERWORK

Before an internship can go ahead, an internship agreement and health and safety checklist need to be completed to ensure all terms and conditions are agreed and all liability insurance is in place.

Internship Agreement:

This is contract between the organisation and the University, whilst the intern undertakes their internship. The document outlines the organisation and student involved, start/finish dates, internship details, and confirmation of funding available.

The agreement is emailed to employers and needs to be signed by both organisation and University of Reading, electronic signatures are not accepted.

Please note that an internship cannot take place until the internship agreement is signed by both parties.

Health and Safety Checklist:

The checklist covers organisations’ health and safety procedures, and whether the right liability insurance is in place.

Please note that an internship cannot take place until the health and safety checklist is completed and sent via email to the RIS Coordinator.
TESTIMONIALS

Hear what previous participants have to say...

Employer Feedback

“This is a great scheme and a great way for students to gain experience and to help out local organisations. We look forward to being involved in the future”

“Wonderful scheme”

“We couldn’t put on the event without the help from an intern so their contribution is essential”

“It’s a really great scheme and our intern has really helped us set up a new community project.”

Student Feedback

“I feel that this internship has offered me skills and knowledge into the marketing field which has always been of interest to me. I would know feel comfortable applying for marketing jobs post University having gained some experience and idea of what the marketing field involves”.

“I feel that my career confidence has grown as I have developed loads of soft skills such as working in a team and improving my communication skills”.

“My experience has been extremely good, my director/manager is friendly and supportive and because the employer also hired 4 other interns working throughout the summer I was never alone and always felt welcome and valued for the work I did”

“My employers have been nothing but welcoming, non-judgmental and inspiring!”
“My confidence has grown a lot, I definitely know now that I want to work in the voluntary sector after I graduate. I also now have experience of working in an office setting and carrying out my own research and writing a report. Furthermore, I now have a bit more of an understanding of how the voluntary sector works, and how the different stakeholders all play a part.”

Catherine McClane 2018

“My favourite part of my internship has been seeing the impact that fundraising has on making wishes come true for the wish children, it’s truly inspirational and has motivated me to plan the best event possible for the company”.

Serena Winckle 2018

“I have had an amazing time. I have felt really integrated into the organisation and that my work has added value rather than just being to fill a quota interns”

Christopher Viney 2018