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**Internship Vacancy Form (2024-25)**

**University of Exeter**

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| **Permission to Recruit:**  SCP Roles   * *Professional Services Only* – Please ensure you have approval to recruit by completing   [this form](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3Dd10qkZj77k6vMhM02PBKU3JQdBjYMBFKjr4AYmJC2uVUMVkzNDgwUlFLTlpCM1hVUktXT0Q4WDExSyQlQCN0PWcu&data=05%7C02%7CA.Hodges3%40exeter.ac.uk%7C8ae31e9554db40f5a54c08dc47650a1b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638463746485421260%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=cBRnaYrk8jFvvgvvA5LiEGqngc3vgYUSyeNWyhkM4iM%3D&reserved=0).   * Faculty-funded roles ***do not*** require prior approval. * The [TR2 form](https://forms.office.com/pages/responsepage.aspx?id=d10qkZj77k6vMhM02PBKU3JQdBjYMBFKjr4AYmJC2uVUMjRaSjM0M0tKVkszR0tPOEREVDhENlhBTiQlQCN0PWcu) can be completed once you have appointed your intern(s).   GBP Roles   * Request approval for ESR1 set-up using [this form](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3Dd10qkZj77k6vMhM02PBKU3JQdBjYMBFKjr4AYmJC2uVUMktXWFMzNjg4STBIQ1JUSzFOUjZZSUxFUCQlQCN0PWcu&data=05%7C02%7CA.Hodges3%40exeter.ac.uk%7C5fa1b44f14464e7ab7ef08dc3eb56129%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638454195933733346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=gzxGwaQc2Tc3REMJBInqIO1gJR5NUglfNHkc%2Ba31Tm8%3D&reserved=0). This will be sent to your Dept’ Director &   the Registrar. Once approved, HR will contact you with the link to complete the ESR1 on  the system.   * Once the ESR1 has been fully approved, the Internships Team will be notified and your   role can be advertised. | |
| **Internship Scheme and Reference Number:**  *Internships Team will add the reference number.* | |
| SCP/GBP | |
| **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 Contact Details:** | **Address of Faculty/Department:** |
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| **Workplace Address:**  *If different from above.*   * Confirm if remote working is possible? (Full or partial). | |
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| **Advertisement Start Date:**  We aim to advertise within two working days of the vacancy being agreed | **Advertisement Closing Date:**  Usually, two weeks after the advertisement start date for SCPs 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  Allow 5-10 working days after appointment for HR to set the student/graduate up as an employee. | **End Date:**  Maximum length of service is 23 months. |
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| **Working Hours and Pattern:**   * 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.   Is this role term-time only? [See University Term Dates](https://www.exeter.ac.uk/about/facts/termdates/) | |
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| **Salary:**  Rates for SCPs   * Tier 1: £13.45 per hour (£12.00 basic hourly rate + £1.45 holiday) * Tier 2: £13.65 per hour (£12.18 basic hourly rate + £1.47 holiday)   Salary for GBPs   * Grade C starting from L.5 – £25,007 per annum.   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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| **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:**  **Pay/Salary: £**  **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?**  Please provide details of the learning opportunities available to the intern 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   Standard text the Internship Team will delete accordingly and insert into this vacancy:  You will be asked to complete the university’s mandatory online training in:   * Prevent Duty - Inclusive, Cohesive and Safe Universities * Equality and Diversity Introduction * Health and Safety Introduction * Information Governance   **Support Available**  What support will be offered? For example:   * Regular meetings with the line manager * Workplace buddy or mentor * On the job training/shadowing   Standard text the Internship Team will delete accordingly and insert into this vacancy:  **GBP**  The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus 1:1 support from the Internships Team.  **SCP**  Students are offered 1:1 support from the Internships Team.  **The Benefits**  **SCP**  Please provide details on the support that will be offered to interns 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/). * 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**  You will have access to a wide range of benefits, rewards and recognition from the University including:   * Flexible/hybrid working * Generous pension * A holiday allowance of 39 days per year * Totum Card (student discount) * Salary Exchange Schemes such as the Cycle to Work Scheme * Discounted membership to the university's sports facilities including cricket centre, indoor/outdoor pools, squash courts and fitness centre’s. * The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus 1:1 support from the Internships Team. * 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 and career consultancy opportunities. * You will have access to the university’s extensive suite of online training which includes Excel, presentation skills, and negotiation skills. * You will be invited to quarterly networking and professional development events through ‘The Graduate Network’.   **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 University Department**  Please write a paragraph about your department. This could include a description of what your department has achieved and why it is a great place to work. | |
| **Expenditure Cost code for Internship Management Fee:** | |
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| **Expenditure Cost code for Salary to pay your GBP:** | |
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| **Declarations** | |
| **By returning this form you are confirming:**   * Agreement to the [Internships Terms and Conditions (see relevant SCP/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 (where applicable - please 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 management fees for GBP and SCPrecruitment. **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 agreements, liaison with HR regarding employment contracts for graduates, and guidance to line managers and interns for setting up e-claims
* **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:** | **£300** | **Extensions to contract: £50** |
| **Student Campus Partnership (SCP) Scheme:** | **£100** | **Extensions to contract: £25** |

**Please return this 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.**