

**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 flexibleAllow 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 AttainmentSkillsPersonal Qualities and AttributesKnowledgePrior 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.
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**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**

**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.**