



Science &
Technology



SANTANDER UNIVERSITIES INTERN PROGRAMME

Part-funded internships for SMEs

Lancaster University is delighted to be managing an exciting initiative part-funded by Santander which helps SMEs take on talented interns from Lancaster University.

General Information

The scheme enables small and medium sized businesses to explore the talent of graduating students of Lancaster University in the form of a paid internship. The aims of the internships are to increase graduate employability and facilitate progression into graduate employment. Internships can be a maximum (or equivalent part-time) of 380 hours (11 weeks) full-time work and the intern will be employed and paid by Lancaster University. The cost to the business for this is £1800 + VAT with Santander subsidising the intern's wages.

Eligibility

- SMEs (up to 250 employees and a turnover less than £40 million), no restrictions by sector or geography UK/International
- Up to 380 hours maximum
- Companies can have more than 1 internship but consideration needs to be given to whether these are potential graduate roles for progression
- Companies that have participated in the scheme already are still eligible
- Internships need to have started by summer 2016
- Priority will be given to companies who are interested in recruiting graduates to full time or part time positions after the internship

Costs to businesses: £1800 + VAT to be paid to Lancaster University in two instalments.

BENEFITS

- Trial a potential graduate employee
- Part-funded resource for c.50% of the cost
- Access a broad mix of expertise
- Gain up-to-date skills and knowledge
- Address a skill or resource shortage
- Save valuable staff time with a low cost resource
- Give a student valuable industry experience
- Trial a new roles or research a new idea.

The Process and How to get involved

1. Register your interest with Student Employability Manager Pam Pickles
2. Lancaster University will work with you to ensure the internship you wish to fill is suitable for final year Lancaster University students or recent graduates. Please note that the intern you recruit must be from Lancaster University in order to be eligible for the placement.
3. Once your position is approved by Lancaster University, we will advertise the internship. You will proceed with your normal interview process to shortlist and select your intern.
4. When you have selected your intern, please contact the University, who will liaise with the student / graduate regarding the offer and coordinate the rest of the offer process. You and the intern will then be required to register the internship on a portal. We will assist you with providing an induction. Lancaster University will pay the intern £6.70 for a maximum of 380 hours, (11 weeks) plus holiday pay, paid upon submission of a weekly electronic timesheet. You can increase this rate of pay if you wish (to be discussed prior to appointment).
5. You will be required to monitor the progress and part-way through the internship Lancaster University will request feedback to ensure everything is going as planned from both your perspective and that of the student.
6. At the end of the internship you and the intern will be asked to complete an evaluation form and a short report on your experiences.

Contact

Student Employability Manager, Pam Pickles.

Email: p.pickles@lancaster.ac.uk Telephone 01524 – 510193 (internal extension 10193)

Pam will take you through each stages of the process.

www.lancaster.ac.uk/sci-tech/internships