

## **UWL External Graduate Internship Fund**

### **Background**

University of West London (UWL) are proud to have a reputation that produces talent on a local, national, and international scale. Our mission is to be an employer partner of choice, supporting your recruitment needs through access to our talented and diverse graduates to benefit your organisation.

This fund provides experience for UWL graduates and valuable growth opportunity for employers. The University of West London has support available to SMEs and Start-ups in the West London region to support you in attracting graduate talent and support growth in your business.

We look forward to partnering with your organisation for the UWL Graduate Internship Fund.

***-Professor Anthony Woodman BSc, MSc, PhD Deputy Vice Chancellor and Provost for Health***

### **Introduction**

This Employer Guide is designed to provide everything you need to learn including; its eligibility, how to successfully bid and understand its delivery.

The University of West London first introduced an internal Graduate Internship scheme in 2015 to enhance graduate employment for those who were unemployed and upskill those who were not in graduate-level roles, which were employed by UWL.

This year, UWL will be extending the scheme to local SME employers to support business and economic recovery/West London regeneration, post COVID-19.

### **Graduate Internship Programme Details**

- Fixed period of 24 weeks, full-time (35 hour per week) graduate internships from UWL for the fixed period of 24 weeks Monday 5th July – Friday 17th December 2021 (including paid annual leave)
- Full and partial funding available through the University of West London
- Salary for graduate internships will be London Living Wage £10.85 per hour + 14% on-costs equates to fully funded £10,391 pro-rata, match-funded £5,196 pro-rata
- End-to-end recruitment support and monitoring by the UWL Employment Service team

## Funding Eligibility

We are offering fully funded and match funded internships (subject to criteria) will be available to support local businesses.

- SME Business within West-London Region (London Boroughs of Brent, Harrow, Ealing, Hammersmith and Fulham, Hillingdon, Hounslow and the Richmond upon Thames.)
- A turnover of less than £25 million Gross assets of less than £12.5 million
- Fewer than 250 employees
- Start-Up business located within the Ealing Borough (employer and public liability insurance required)
- Availability to interview May-June 2021 and graduate can commence the internship period Monday 5<sup>th</sup> July- Friday 17<sup>th</sup> December 2021 (unfortunately, these dates are non-negotiable)

## UWL Graduate Intern Fund Application

To get the process started, all you need to do is complete the Employer Bid 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 application bid form will be the basis of your advertisement that is published to eligible UWL graduates only. All internships must have a job description which details the role you are offering, and the application bid form provides the job description template all organisations must use as part of the bid process.

Completion of this form does not guarantee participation or funding in this project. The University of West London reserves the right to refuse or cancel the application from your organisation to ensure that the places in demand are filled by organisations most appropriate to this project.

### Graduate Internship Application Form Link:

<https://targetfeedback.gtisolutions.co.uk/surveys/embedded/#/instance/79e4363f-5111-4794-8813-9533028ae7b7/en-GB>

## Recruitment Timeline

Date	Application and Recruitment Stage
March-April 2021	Employer Applications Open. Employment Services team review application, conduct, checks and approves/rejects or request edits.
April-May 2021	Successful Graduate Internship Opportunity Advertised on UWL Channels only.
May- June 2021	Shortlisting, Selection & Hire.
June-July 2021	Employment Validation: Employer & Public Liability Insurance, Health & Safety, Contract of Employment & Tripartite Agreement coordinated by UWL Graduate Internship Team.
July-December 2021	UWL Graduate begins funded internship with Employer

## **Working Together**

### Employer Responsibilities

- Complete and return the Health and Safety Checklist Form (see Appendix 1)
- Complete and return our Covid -19 Graduate Intern Questionnaire (see Appendix 2)
- Review and sign the UWL Graduate Internship Fund Tripartite Agreement (see Appendix 3)
- Provide valid copies of Employer Liability and Public Liability insurance
- Complete any necessary pre-employment checks e.g. DBS check (if applicable employer would need to provide and covid)
- Provide reasonable adjustments for graduate with disabilities if disclosed.
- Complete the Line Manager Survey at the end of the graduate internship

### University Responsibilities

- Support recruitment and monitoring process for both employer and graduate
- Approve the Health and Safety Checklist
- Sign the UWL Graduate Internship Fund Tripartite Agreement
- Manage any issues and queries promptly and professionally.

### Graduate Responsibilities

- Review and sign the UWL Graduate Internship Fund Tripartite Agreement
- Understand and abide by the organisation guidelines, policies and procedures
- Consult with the University and the employer prior to seeking any changes to the terms and duration of internship
- Complete Graduate Internship Feedback Form

## **UWL Hire Documentation**

Once you have successfully recruited an intern, our UWL Graduate Internship Fund Tripartite agreement and health and safety checklist must be completed to ensure all terms and conditions are agreed and all liability insurance is in place, prior to the commencement date.

## **UWL Graduate Internship Fund Tripartite Agreement**

This tripartite is between the organisation, UWL graduate intern and the University, whilst the graduate undertakes their internship. The document outlines the organisation and graduate involved, start/finish dates, internship details, and confirmation of funding. The agreement is emailed to employers and needs to be signed by both organisation, graduate and University of West London.

An internship cannot take place until the UWL Graduate Internship Fund Tripartite Agreement is signed by all three parties. You as the host organisation are then responsible for drawing up an employment contract between the organisation and the intern.

## **Health & 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 the university employment service are in receipt.

## **Covid-19 Questionnaire**

In response to the COVID-19 pandemic, we are having to take additional measures in relation to our internship processes to ensure that our graduate interns are safe.

## **Employer Liability & Public Liability Insurance**

The organisation must provide valid copies of employers liability and public liability insurance.

## **Supporting Graduate During Internship**

### **Induction**

A typical induction might include:

- An overview of your organisation
- Introduction to members of the team
- Introduction and training on any equipment
- An overview of job role together with specific responsibilities and expectations
- An overview of your policies e.g. health and safety, equal opportunities, absence and sickness reporting, claiming expenses

### **Mentor Support**

As an example of good practice, we would recommend that an employee is nominated to act as a 'mentor' for the intern during their work experience period. This can offer learning opportunities and personal development for your staff in addition to offering support to the intern.

### **Probation Process**

In addition to regular one-to-one meetings, line managers will be required to conduct formal probation-review meetings with new interns at the following review points:

- Initial review (end of week one)
- End of week 4 review
- Midway review (end of week 12)
- End of week 20 review
- Final review

Once the initial probation meeting has taken place, you will need to inform the Employment Service team ([gi@uwl.ac.uk](mailto:gi@uwl.ac.uk)) so the details can be recorded against the graduate intern record.

## Key Graduate Intern Dates

UWL Graduate Interns will be required to attend the below compulsory sessions:

Date	UWL Compulsory Session	Duration
Monday 5th July 2021	Compulsory 'Welcome to your Graduate Internship'	1 Day
Tuesday 27 <sup>th</sup> July 2021	Graduate Intern Engagement Session	1 Hour
W/C 9 <sup>th</sup> August 2021	Professional Development Coaching Session	30 Mins
Monday 23 <sup>rd</sup> August 2021	Time Management Course	1 Day
Monday 20th September 2021	Mid-scheme Career session for the Graduate Intern	90 Mins
Monday 18 <sup>th</sup> October 2021	Effective Communication Training Course	1 Day
W/C 1 <sup>st</sup> November 2021	Professional Development Coaching Session	30 Mins
Tuesday 16 <sup>th</sup> November 2021	Engagement Session	1 Hour
Monday 13th December 2021	Exit session for the Graduate Interns	2 hours

## Attendance

We advise you to contact us if a graduate interns attendance or engagement is unsatisfactory, including unexplained absence from work or if you wish to end the work experience early.

## Exit Interview and Graduate Feedback

Employer feedback is an important part of an interns development. Many employers have an employee appraisal system in place and we would encourage you to include graduate interns

## Employer's Best Practice Guide for Remote Work Experience

In today's world remote work experience opportunities offer employers the chance to work with a flexible workforce can connect with you no matter their location.

If you are considering the possibility of offering a remote work experience opportunity to our graduates, we would encourage you to follow our best practice guidelines below:

### Keeping in Touch:

- Contact the intern at least once a week before the work experience starts via phone call, MS Teams, Zoom, Skype or other voice calling platform to touch base with the intern and ensure they are prepared to start working at your organisation.
- Schedule regular meetings with the intern throughout the internship period via online communication platforms, to monitor progress and ensure they have a good understanding of the role and address any issues.
- Involve the intern in all relevant team meetings so that the intern feels a part of the team and wider organisation, even in a virtual capacity.

**Supporting the Graduate Intern:**

- Outline a clear structure to the intern for the work they will be expected to do and the impact it will have once completed.
- Set clear KPI's so the intern is aware of key tasks that indicate to them they are on the right track, in line with their job description and overall team objectives.
- Give the intern opportunities (where possible) to contribute and implement their ideas to projects/tasks.
- Assign a mentor from within the team who can support the intern during their internship.

**Showing Recognition:**

- Share regular feedback with the intern throughout the internship, so they know how well they are performing and identify areas where they can improve.
- Offer the intern an exit interview in the last week of the placement, where both parties reflect and discuss what went well and what could be improved.
- Organise a virtual send off for the intern where team members can have a chance to show appreciation to the intern.
- Give a LinkedIn recommendation highlighting the intern skills and achievements.

**Contact Us**

If you have any queries, please contact the Employment Service team [gi@uwl.ac.uk](mailto:gi@uwl.ac.uk)