

## GJS Internship Scheme employer guidelines

The universities of Southampton Solent, Southampton and Winchester are working in collaboration with Graduate Jobs South ([www.graduatejobssouth.co.uk](http://www.graduatejobssouth.co.uk)) on a graduate internship scheme, funded by HEFCE\*. The scheme will provide Hampshire employers the opportunity to hire a graduate for 12 weeks or more. The programme will be offered from February 2010 to September 2010.

\*HEFCE promotes and funds high-quality, cost-effective teaching and research, meeting the diverse needs of students, the economy and society.

### 1. What businesses are we working with?

In line with HEFCE funding, the internships are aimed at working with businesses based in Hampshire and operating in the following sectors:

Low carbon	Professional and financial services
Digital industry	Engineering construction
Life sciences and pharmaceuticals	Ageing society
Advanced manufacturing	Other sectors (small businesses only)

### 2. Who are the graduate internships aimed at?

Unemployed graduates, in particular those who graduated in 2008 and 2009.

### 3. How will the internships be advertised?

Each internship will be advertised via the GJS website, through the GJS Graduate Internship listing as well as being promoted through GJS' Facebook and Twitter groups and each participating university's communication tools (e.g. alumni lists, website, e-newsletters, Facebook, Twitter and LinkedIn groups).

Once the opportunity is live on the website it will also be emailed out to all graduates within the GJS database who have selected the related employment areas.

#### Graduate Jobs South

c/o RM 031 Southampton Solent  
University  
East Park Terrace  
Southampton SO14 0RU

T: 023 8031 9734  
F: 023 8031 9904  
E: [graduate.jobs@solent.ac.uk](mailto:graduate.jobs@solent.ac.uk)  
W: [www.graduatejobssouth.co.uk](http://www.graduatejobssouth.co.uk)

#### 4. Host employer responsibilities

The Internship is designed to be a real-life working opportunity. Therefore, the employer is responsible for offering a quality work experience, paying the graduate, ensuring their safety at work and issuing an employment contract.

GJS will help to advertise the internship and, if requested to short-list candidates. We will also provide recommended interview guidelines, but the interviews themselves will be conducted by the host organisation. This is to ensure that the candidate best meets the hosts' employment requirements.

GJS will be in contact throughout the process, both pre- and post- interview and will maintain a record of hired candidates.

It will be the host's responsibility to ensure that all necessary pre-employment checks are carried out. This includes ensuring the graduate has the right to work in the UK and is in possession of a UK university degree.

As part of the internship, to ensure both the host employer and the graduate intern maximise the benefits of the placement, we recommend providing interns with an induction and relevant training as well as support throughout the internship.

GJS will speak with both the intern and the host employer during the internship for feedback.

#### 5. The cost

Please see the example below of the cost of a 12 week internship per intern hired:

Per Week Cost (based on a 35 h/w)	£203
Estimated National Insurance Cost per week	£11.90
Total Weekly Cost	£214.90

Once the intern has commenced the placement, at 9 weeks the host employer will be required to complete a claim form (covering the full duration of the internship).

Once submitted, Southampton Solent University will make a cash transaction of £1,350 to your business which is non-VATable.

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We recommend the graduate intern is paid *at least* the minimum wage (this is currently £5.80 per hour for workers aged 22 years and older) and works full-time for the number of weeks they are working for you.

#### **6. Number of internships per employer**

We anticipate that some employers will have the capacity and opportunities to employ more than one graduate. We welcome this approach and would be happy to discuss your requirements.

#### **7. Hiring a graduate**

The GJS Team are experienced in this type of recruitment and can assist and advise with any questions you may have. The full time Internship opportunity needs to reflect the skills and qualities of a graduate. We would expect the graduate to need a period of induction prior to reaching full working capacity. The graduate should be treated the same as any employee.

#### **8. Graduate training**

GJS and its partner universities will offer graduate training sessions between February and September.

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