

## **Heriot-Watt University Internship Programme**

**(Supported by Santander)**

### **Guide for Employers**

The Santander Universities SME Internship Programme offers SMEs a subsidy towards the costs of employing an undergraduate student, postgraduate student or graduate (within two years of Graduation), on a fixed term company project.

\*The University will advertise opportunities to appropriate student/graduate disciplines.

\*The student/graduate will work as an employee on a fixed term basis, for up to 10 weeks on a full time basis. Part time options are available.

\*The Scheme will fully fund internships up to 2 weeks with no financial contribution required from the company. For internships between 3 – 10 weeks the scheme will fund £157.50 per week which must be match funded by the company or another source, providing a wage of £315.00 per week for the student/graduate.

Internship start dates are flexible.

#### **The benefits for your business**

\*A high calibre temporary resource to assist with a project that might have been on hold/will not otherwise be done.

\*Involvement with intelligent minds that bring innovation, skills and knowledge to benefit your business success and performance.

\*An opportunity to get energy and fresh insights into a particular business area; a different perspective for problems, and a new motivated member of your team.

\*This is an excellent opportunity for companies looking to get extra resources for a specific target area over a defined timescale and get help with funding.

#### **Eligibility**

The programme is open to any small and medium sized UK company with between 2 – 250 employees and a turnover of less than £50 million which can define a placement.

It is expected that the interns should be paid £315.00 per week. For internships up to two weeks the scheme will fully fund this. Internships between 3 – 10 weeks are funded £157.50 per week from the scheme and the employer is expected to match this.

Preference will be given to companies who have not had a Heriot-Watt student/graduate intern before.

Companies are eligible for a maximum of 2 internships per scheme year with different students/graduates. This is dependent on University funding allocation.

Your organisation should hold Employer and Public Liability Insurance. Your insurance must cover any liability incurred by a student undertaking an internship as a result of their duties during placement?

You must have carried out a risk assessment of your work practices to identify possible risks whether to your own employees or to others within your organisation?

### **What to do when you have identified a project**

Start talking to us as soon as you can. Contact Karen Beattie, Internship Co-ordinator at [k.beattie@hw.ac.uk](mailto:k.beattie@hw.ac.uk) or telephone 01896 892157.

Write us a brief description of your company, the role the student/graduate will undertake, where they will be based and who they will work with.

The internship will be advertised to a talented pool of high calibre students and graduates from the University.

Eligible, interested candidates will apply directly via CV to the Internship Co-ordinator and interviewed and selected by you. The University does not pre-select for companies.

If you have identified a Heriot-Watt student/graduate yourself, please contact the Internship Co-ordinator who can help take the internship forward without the need to advertise the vacancy.

Once an intern has been successfully appointed we will put the funding in place. All relevant paperwork must be completed prior to final payment being made.

Company must liaise with applicants regarding interviews and inform all candidates of outcome of their application.

Tasks/projects undertaken must have developmental value for students/graduates.

Hours or work/pay/conditions cannot be changed without the University or student's/graduate's consent.

Company must liaise with applicants regarding interviews and inform all candidates of outcome of their application.

### **The Next Steps?**

Companies applying to participate are required to register on the Santander portal. Details on how to do this will be provided by the University.

For internships up to two weeks duration the University will pay the student/graduate direct. For longer internships the company will be required to pay student/graduate and the University will reimburse the costs. Alternative payment methods can be put in place at the discretion of the Internship Co-ordinator.

You will be required to submit a short status report for the internship and an end of internship evaluation and brief summary report.

### **Further Information**

For further details on the programme or to advertise an internship contact Karen Beattie at [k.beattie@hw.ac.uk](mailto:k.beattie@hw.ac.uk)