

CAREERS



READING INTERNSHIP SCHEME

EMPLOYER HANDBOOK
2023/2024

A black and white halftone illustration of three students walking in a hallway. A woman is on the left, a man in the middle, and a man on the right. They are all wearing backpacks and looking towards the right.

**READING INTERNSHIP
SCHEME**

CONTENTS

Introduction	Page 3
• Eligibility.....	Page 4
• How RIS works.....	Page 5
Important Information	Pages 6-7
• Internship timelines.....	Page 7
• Pay rates.....	Page 8
• Salary contribution grant.....	Page 8
Ts & Cs and FAQs	Pages 9-11
Recruiting your intern	Pages 12-17
• Writing your job description.....	Page 13
• Maximising engagement.....	Page 14
• Occupational area popularity.....	Page 15
• Advertising & receiving applications.....	Pages 16-17
• Interviewing & making an offer.....	Page 17
Onboarding your intern	Pages 18-21
• Expected paperwork.....	Page 19
• Employer responsibilities.....	Page 19
• Receiving your grant.....	Page 20
• Paying your intern.....	Page 20
• Managing your intern & keeping them engaged.....	Page 21
Hear from our RIS alumni	Pages 22-27
Get Involved	Pages 28-29

"We had a positive experience with the Reading Internship Scheme. The student who participated in the internship was exceptional and demonstrated a high level of commitment to their work. They actively engaged with our team, embraced their responsibilities, and consistently delivered quality results. We were impressed by their professionalism, enthusiasm, and willingness to learn. The program was well-structured, and the communication and support from the Reading Internship Scheme team were excellent throughout the process. We appreciated the opportunity to collaborate with the scheme and believe it offers valuable experiences for both students and organisations."

- 2023 Employer

READING INTERNSHIP

SCHEME

Looking to offer an internship to a student through our Reading Internship Scheme?



What is the Reading Internship Scheme (RIS)?

The Reading Internship Scheme connects University of Reading undergraduate students with charities and SMEs through short-term, paid internships. Salary contribution grants are available to participating organisations through the scheme.

What RIS aims to do

The Reading Internship Scheme aims to:

- Support University of Reading undergraduates find meaningful work experience, allowing them to build their confidence and develop their employability and transferable skills.
- Support students develop and nurture a professional network.
- Enable students to explore different sectors and try out careers they may not have thought of before.
- Connect organisations with talented University of Reading undergraduates who can provide businesses with fresh ideas that can really make an impact.
- Enable organisations to access top undergraduate talent by supporting with salary costs and promoting the internship opportunity to our undergraduate community.

"I was able to develop my confidence and learn new specialist skills that will help me progress into areas of interest in the future. It was definitely worthwhile and I'm very glad I completed this internship." - 22/23 Intern

633

unique students applied to internships in the 22/23 scheme - 44% increase from last years' 439

133

interns placed in 2022/23 Reading Internship Scheme - that's a 36% increase from the previous years' 98!

1,112

applications submitted by students in the 22/23 scheme - 31% increase from last years' 851

WHY GET INVOLVED

- **Access to high calibre UoR students:** RIS enables you to connect with our talented undergraduates who can provide you with fresh ideas.
- **Streamlined recruitment process:** we take care of the advertisement and promotion for you but allow you full control over who you take on.
- **Support UoR students:** by hosting an intern, you're helping students develop their professional skills and gain valuable work experience as well as an insight into your sector. A lot of students are unsure what they want to do or what's even out there - by offering an internship, you're enhancing a student's CV and helping them understand their long term career goals.
- **Flexible:** internships can run throughout the year, not just summer! We support part-time, full-time, remote, hybrid, and office based internships.
- **Cost Effective:** the University provides a grant towards your interns' salary - see Page 8 for details.

100%

of employers from the 22/23 scheme would recommend RIS to other employers

100%

of students from the 22/23 scheme would recommend RIS to other students

EMPLOYER ELIGIBILITY

To be eligible to participate in the Reading Internship Scheme as an employer, you must as a minimum:

- Have Employer's & Public Liability insurance in place.
- Be able to pay your intern through your company's PAYE.
- Be set up with either Companies House or the Charity Commission (or both).
- Be a registered charity of any size **or** a profit earning SME (up to 250 employees & less than 50M turnover).

"The overall experience was very positive, and the intern was a delight to work with and manage. They were able to fully contribute and manage the project to its successful conclusion with the minimum of supervision. The calibre of the candidates originally presented was very high which helped engender a sense that this vital project would be completed within the required constraints."

-2023 Employer

HOW IT WORKS

To start the process you will need to complete the following steps:

Step 1:

Read this handbook carefully as all important information regarding the scheme is in here. Any questions, please contact the RIS team on ris@reading.ac.uk

Step 2:

Complete our [employer application form](#). The scheme's manager will review your application and come back to you with an offer should your application be successful. Alongside the offer, you will be sent a job description template to complete.

Step 3:

Complete the job description template and send back to RIS Manager. We will then advertise your vacancy on our jobs board and promote to students for 3 weeks.

Step 4:

Whilst your role is being advertised, we will ask you to register your company on the University's supplier portal for the salary contribution grant. If you're an existing supplier, this step is skipped.

Step 5:

After the closing date of your advert, we will send you all applications via email. It's now over to you to shortlist, interview, and select a candidate that's right for you!



IMPORTANT INFORMATION

INTERNSHIP TIMELINES

Internships run throughout the year from November to August. As students have study commitments for the majority of the year, from November to May only part-time internships are available. Then from June to August, students are able to join you on a full-time basis. See below dates and available internship options.

Term-Time Internships

Operating: November - May

Advertised: October - April

- Part-time only
- 140 - 210 hours only
- Students are with you until they complete the set hours but **must be finished by 20 September**
- How many hours a student does per week is between you and the student but students **cannot work more than 20 hours per week** (but they can work less). We recommend 10 hours per week to allow students time to study.
- Must be flexible and fit around their studies – remember, sometimes student timetables change last minute so please be understanding and flexible

Summer Internships

Operating: 10 June '24 - 20 September

'24

Advertised: January - May

- Part-time or full-time
- 140 - 420 hours (approx. 4 to 12 weeks)
- Students are with you until they complete the set hours but **must be finished by 20 September**
- How many hours a student does per week is between you and the student so they are able to work full-time or part-time if you prefer. We recommend 35 hours if full-time (above calculations are based on this). You must ensure working time regulations are adhered to and they do not work more than 48 hours in one week.



RIS PAY RATES

All interns through the scheme are paid the National Living Wage which is currently **£10.42 per hour but will increase to £11.44 from 01 April 2024**. You are welcome to pay interns at a higher rate if you choose, but never less than the rates set out by us even if your intern is under the age of 23. You can view National Living Wage rates on the [government website](#).

SALARY CONTRIBUTION GRANTS

The University of Reading offers a **fixed rate salary contribution grant** to employers taking part in the Reading Internship Scheme. As a salary contribution grant, the expectation is that host organisations will pay the intern through their own PAYE, topping up the salary where applicable. We have two Salary Contribution Grants available - the eligibility criteria for each is outlined below:

£1458.80* Fixed Rate Charity Grant Equates to 140 hours (4 weeks if full time)	£800 Fixed Rate Profit Earning SME Grant 140 hours - 420 hours (approx. 4-12 weeks)
<ul style="list-style-type: none">• Open to charities or charitable organisations (registered with the Charity Commission), Community Interest Company (CIC), Trusts• Calculated based on 140 hours at £10.42 per hour• You can keep the intern on for longer than 140 hours but will have to pay the remainder yourself• You must pay the student through your company's PAYE and cover any associated onboarding costs such as NI contributions• You're welcome to advertise for a longer internship as a charity but we would only provide you with the above fixed rate. You would be responsible for covering the rest of the salary at National Living Wage.	<ul style="list-style-type: none">• Open to all other profit-earning SMEs• Internships are a minimum of 140 hours (approx. 4 weeks) and a maximum of 420 hours (approx. 12 weeks) - you are free to decide the length depending on what suits your organisation and budget but must let us know so we can advertise the role accordingly• Student must be paid at least the National Living Wage• You must pay the student through your company's PAYE and cover any associated onboarding costs as well as the rest of the student's salary based on the agreed RIS rates

*The charity rate is calculated at 140 hours based on £10.42 per hour which is the current National Living Wage until April 2024. From 01 April 2024, the National Living Wage is due to increase to £11.44 per hour - the grant will be revised and communications will be sent out. As an employer, it is your responsibility to keep up to date with National Minimum/ Living Wage increases and pay your interns accordingly.

TERMS & CONDITIONS

...and some frequently asked questions!

TERMS & CONDITIONS

By participating in the Reading Internship Scheme, your organisation is agreeing to the following:

- Your vacancy listed in your registration form will not be advertised elsewhere, as this is exclusive to the Reading Internship Scheme.
- You will supply us with such information as reasonably required in order to set up, promote and arrange the internship.
- You will provide your intern with an employment contract to reflect the internship.
- You will only offer the position to a student who has applied for your position through the Reading Internship Scheme.
- You agree that if you are taking on an intern during term time, they cannot work more than 20 hours per week.
- You will pay the intern at the agreed rate for a Reading Internship Scheme internship, £10.42 per hour. Note: the rate of pay changes in accordance with the National Minimum Wage.
- It is your responsibility to ensure applicants have equal opportunities in accordance with obligations under the Equalities Act 2010.
- You will notify us once you have appointed an intern but you will do this before the intern starts their internship so that we can provide appropriate support to the student.
- You will provide all applicants you have interviewed with interview feedback within 1 week.
- It is your responsibility to ensure that all applicable legislation has been complied with in connection with the internship including all employment laws and regulations and the Data Protection Act 2018.
- You understand that the Reading Internship Scheme Agreement, Health and Safety checklist and employment contract need to be in place prior to an intern starting their internship.
- You are responsible for employing the successful applicant and paying the applicant's wages (via PAYE) and reasonable expenses, where applicable.
- If your invoice is submitted after the intern's first day, or does not include your individual purchase order number, your organisation will need to pay the intern's salary and use the grant as a reimbursement if payment is then delayed from the University due to this.
- You will ensure that the place of work complies with health and safety regulations during the internship including, but not limited to, registered office space and appropriate desk space for your intern to work.
- There will be staff available for the duration of the internship to ensure appropriate supervision and support are always available to your intern.
- The intern is your employee; it is your responsibility to pay your intern in accordance with your employment contract. The funding we provide is a contribution, not the intern's salary so it is your responsibility to pay your intern in accordance with your scheduled payroll then use the funding we provide as reimbursement (if it has not reached you in time).

If you have any questions about the terms and conditions, please contact us on ris@reading.ac.uk

FREQUENTLY ASKED QUESTIONS

Find below some frequently asked questions.

How long is my internship?

Each internship is between 140 hours (approx. 4 weeks fulltime equivalent) to 420 hours (approx. 12 weeks full-time equivalent) long. The agreed length will be stated on your offer from us.

What days/ hours does my intern work?

Working hours and days are between you and the student. However, please be mindful that students will have study commitments and changing timetables - a level of flexibility is required to part-take in the Reading Internship Scheme.

How many hours can a student do during term-time?

During term-time, students are not able to work more than 20 hours per week. We recommend 10 per week to fit around study commitments.

How many hours can a student do during summer?

Students are able to work full-time hours outside of term time. Please refer to our [term dates](#). During vacation periods, students must not work more than 48 hours in one week as per [working time regulations](#). We recommend 35 hours per week - all of our calculations are based on 35 hours.

How much do I have to pay my intern?

All RIS internships pay the [National Living Wage](#) which is currently £10.42 per hour. You must pay the student at least the National Living Wage as these are the set RIS rates even if the student is under 23.

How does the intern get paid?

The student will be your employee and so they must be paid through your [PAYE](#).

Do I need to draw up an employment contract?

Yes, the intern is your employee so you must provide them with an employment contract. Check [employment rights](#) and get help with [employment contracts](#).

Do interns get annual leave?

As temporary employees, interns have the right to accrue annual leave. As the employer, host organisations should make their own arrangements for annual leave, but the [gov.uk calculator](#) may help to establish the entitlement. Organisations should follow the same arrangements for absence through illness as they would for any other member of staff.

Do I have to do right to work checks?

Yes, as you are the intern's employer.

Can my intern work from home?

Yes, we support office based, hybrid, or fully remote internships. If your internship is fully remote, please ensure there is still sufficient support given to your intern - some students may find it more difficult to reach out to you via online methods to ask a simple question so we'd encourage you to set up regular catch-ups or think about hybrid or office based for the first part of the internship whilst the student is settling in.

Can my intern work from a different country?

No, we do not support this. Students must be based in the UK when they are undertaking their internships. We make students aware of this.

RECRUITING YOUR INTERN

You've received your offer from us and the job description template. **Now what?**

WRITING YOUR JOB DESCRIPTION

If your application is successful, the scheme's manager will send you an offer detailing the internship, length, and salary contribution grant available to you. You will also be sent a **job description template** to complete and return. Please complete the provided template as opposed to sending your own job descriptions over. The job description template includes the following sections:

- **Organisation info:** organisation name, website link, location
- **Internship Info:** length, full-time/ part-time, remote/hybrid/office, ideal start date
- **Internship occupational area** (tick box): you'll be asked to select which occupational areas your internship falls into. When students first register on our jobs board, they select occupational areas they're interested in. When a role is advertised, students who selected that particular area get an alert.
- **About your organisation:** who you are & what you do. Students want to know where they will work so it's important to get this section right. It's also a good chance for you to stand out! Other companies might be offering the same internship as you so one of the deciding factors for students will likely be the company itself.
- **What the internship involves:** information about the internship opportunity itself. What is the role and it's objectives? Include key responsibilities so students have an idea on what they will get up to. Don't leave this section vague - when applying for a job, candidates will want to know exactly what it is that they'll be doing. Vague responsibilities will just result in unsuitable applicants and we'll just end up having to re-advertise.
- **Ideal skills for internship:** mention some skills or experiences you feel the intern may need in order to successfully undertake the internship. Remember that these are undergraduate students with little or no previous experience so be realistic with what you're putting here.
- **What students will get:** why should the student join you rather than any of the other organisations currently advertising? This is your chance to stand out and tell students about all the great things on offer with you. That could be things like flexible working, casual dress code, mentoring, further employment opportunities, salary higher than the set RIS rates and so on.

147

internships advertised in the
2022/23 Reading Internship
Scheme

1,112

applications submitted
overall by students in the
2022/2023 Reading
Internship Scheme

8

average applications per
vacancy. On average, a
student applies to 2
internships

MAXIMISING ENGAGEMENT

What makes a job description appealing to students?

We conducted some research on internships from the 2022/2023 scheme that received the most and least number of applications. Below are some of the most common themes we picked up on and how to mitigate them.

Internship title: make it clear, engaging, and easy to grasp

The title is so important when it comes to advertising an internship - it's the first thing a candidate sees! The title determines whether or not someone will actually click on a job; it entices people to read the full job description. Without an engaging title, students won't give your role a second look. In the 2022/23 scheme, the least popular roles all had one thing in common: ambiguous, unclear, or complicated titles that students didn't understand.

Location: remember we're in Reading!

As a Reading based University, it's not surprising that the most popular roles tend to be located around the Reading area or areas easily accessible via public transport to and from Reading. If you're based far from Reading or are located somewhere with limited public transport, bear in mind that your applications will be limited. You may think about offering it on a fully remote basis, reimbursing students for travel expenses, or providing financial support towards a short term relocation during summer for your internship.

Being open minded: different degrees will help you diversify

Be open to a range of degree disciplines – remember that this is an interest based scheme. The skill that you're looking for may come from extracurricular activities that a student undertakes alongside their studies! The most popular internships from 2022/23 clearly stated that they were open to students from all degree programmes. If you put on your advert that you prefer a specific degree, you will immediately put off the rest of the student population and narrow your own talent pool.

Perks & Benefits: why should students apply to you?

Most of our popular internships explicitly stated benefits to students: employee benefits, mentoring, training & development, possibility of future employment, or higher hourly rates. Sometimes we will have organisations advertise similar internships at the same time with identical titles - a good way to set yourself apart is by including some perks!

Clear & Detailed Descriptions: more is more when it comes to job specs!

Students will want to know what the internship entails and what they will be doing. Do not write a vague job description - you will either end up with unsuitable candidates or not get any applicants.

Asking for too much: keep the requirements short and realistic

RIS is all about helping students who may not have any previous experience or are looking to explore something completely new. So, be open minded about the essential skills you look for and try to focus more on transferable skills. The most popular roles in the 2022/23 scheme made it clear that previous experience was not necessary, and that enthusiasm and willingness to learn were more important. Those that stipulated many requirements did not do well with applications.

OCCUPATIONAL AREA POPULARITY

Average applications breakdown

We've conducted some research on internships advertised in the 2022/2023 academic year to get an idea on the average applications per internship occupational area*. Below are some of our findings.

31

Legal services and
Intellectual property

17

Publishing
and Journalism

15

Energy, Environment
and Sustainability

14

Accountancy and
financial services

9

Libraries, museums,
galleries and archives

9

Advertising, marketing
and PR

9

Software and Systems
engineering and
development

8

Construction, property
and architecture

8

Business, management
and consultancy

7

Creative industries,
arts and design

4

Social, Community,
Charity and
development work

*Occupational area refers to internships themselves, not company sectors - e.g. a charity advertising a marketing role would be classed as an 'Advertising, Marketing and PR' role, not a charity role.

This is only a guide. Applications will vary depending on lots of things like internship title, job description, company, location and so on. These findings should help you get an idea on average applications per occupational area but you should still make your advert as engaging as possible to maximise your applications!

ADVERTISING YOUR ROLE

Once you've written your job description (using all the hints and tips from the previous pages to maximise your applications!), you must send this back to the RIS Manager.

We will advertise the role on our jobs board for **3 weeks**. During these 3-weeks, you will be asked to register your organisation on our supplier portal for the salary contribution grant. Refer to **page 20** for more info on setting up on the supplier portal. You will only be asked to register if you do not already have an account - previous employers will likely already be set up in which case we will inform you that you have an account.

HOW DO STUDENTS APPLY?

Students apply to a RIS internship by completing an anonymous application form. This form is very simple and asks 3 questions:

1. What knowledge, skills, or experiences do you have that are relevant for this position?
2. What excites you about this internship in particular?
3. Any other relevant information you'd like to share (optional)

RIS is designed to help University of Reading students gain much needed work experience whilst also earning a competitive salary. By introducing anonymous application forms, we hope to level the playing field and not hinder students who perhaps have less to put on a CV than others.

"I liked how easy to navigate everything was, it was not stressful searching and applying for internships" - 2023 Student

"We also do blind recruitment, so to be able to align on this with the University was great." - 2023 Employer

"I liked the fact that none of my academic qualifications was required in my application and only my experience and interest in the area mattered." - 2023 Student



SHORTLISTING STUDENTS

After the internship expires, the RIS Manager will send all applications to you via email. As all the applications are anonymous, organisations will have to communicate to the RIS Manager who they wish to interview. Each application will have a reference number on it – you will have to send us a list of the reference numbers you'd like to shortlist for interview. We will then release the students' contact details to you and you are free to contact them to arrange interviews. We recommend you shortlist 3 to 5 students in order to fully inform your selection - students tend to apply to more than one internship so it's good for you to have backups.

We do expect that you review and shortlist candidates in a timely manner and ask that you contact the RIS Manager with your chosen candidates within 1 week of receiving applications.

Shortlisted students receive a trigger email from RIS alerting them that they've been shortlisted and prompting them to keep an eye on their emails. So, please get in touch with the students as soon as possible as they'll be waiting to hear from you! Unsuccessful students also receive a trigger email to inform them that they've not been successful.

INTERVIEWING STUDENTS

It is now over to you to contact the students and arrange interviews! Employers have complete control over when and how they wish to interview their candidates. If your role is fully office based, it's a good idea to also hold your interview in-person - this will give students a good idea of the commute that will be involved.

We ask employers to conduct interviews in a timely manner in order to make the process quick and effortless for both student and employer. From the time of letting the RIS Manager know of your shortlisted candidates, we ask that you make contact with the students within 1 week. Remember that they get notified once we send you their contact details - they'll be waiting for you to get in touch.

MAKING AN OFFER

Once you've conducted your interviews and selected a student, it's time to make an offer! Please offer the student yourself. Once the student accepts, please let us know the name of the student as well as the agreed start and end dates of the internship.

Please provide feedback to unsuccessful candidates you've interviewed. This will help them improve for their next interview.

ONBOARDING YOUR INTERN

You've offered an intern and they accepted.
Now what?

EXPECTED PAPERWORK

Once you have successfully recruited an intern and have notified the RIS Manager, you will need to complete the following paperwork to ensure all terms and conditions are agreed and all liability insurance is in place:

Reading Internship Scheme Agreement

This is a contract between the organisation and the University, whilst the intern undertakes their internship. The document outlines the organisation and student involved, start/finish dates, internship details, and confirmation of funding available. The agreement is sent to employers via Adobe Sign and needs to be signed by both organisation and University of Reading. Please note that an internship cannot take place until the University of Reading's Reading Internship Scheme agreement is signed by both parties.

Health & Safety Checklist

The checklist covers organisations' health and safety procedures, liability insurance, and whether the workplace is COVID-19 secure (If applicable). This will also be sent to employers via Adobe Sign (alongside the agreement as one document).

These must be done before the intern starts.

INTERNS ARE YOUR EMPLOYEES

Please remember that interns are employed by host organisations so they are your employees for the duration of their internships. This means you need to treat your interns as you would treat your other employees. Employer responsibilities:

- Provide the student with an **employment contract** which incorporates the length of internship, employment terms, remuneration, details of employment, and any other organisational terms. If you need support with a contract, [GOV.UK](#) has some helpful resources.
- Pay national insurance towards your interns
- Complete the necessary **right to work checks** before your intern starts
- Take into account **annual leave and sick pay**. As temporary employees, interns have the right to accrue annual leave. As the employer, host organisations should make their own arrangements for annual leave, but the [gov.uk calculator](#) may help to establish the entitlement. Organisations should follow the same arrangements for absence through illness as they would for any other member of staff.

HOW TO RECEIVE YOUR GRANT

At this point, you should hopefully already be registered on our supplier portal, eMarketplace (remember, we would have already asked you to sign up when the role was being advertised).

The grant payment will be paid to host organisations through purchase orders. Once you have confirmed to us that an intern is starting, we will raise a requisition which will generate a purchase order and allow you to invoice us. We will always communicate next steps with you through email - we will alert you when you need to register to eMarketplace, when to look out for your purchase order and how to invoice us. We will also send instructions every step of the way to support you as best as we can so please do read our instructions carefully and action anything we ask you to action promptly otherwise there may be a delay with your grant payment.

As the University, together with the funding organisations, are not benefitting financially by providing these grants (we are allocating the funds to organisations that are not strictly supplying us with any goods / services), all grants are VAT exempt. This must be reflected in all invoices.

PAYING YOUR INTERN

Your intern is your employee; they are not employed by the University of Reading and do not get paid by the University. The grant is paid to host organisations directly through purchase orders.

This means the intern must be paid by your organisation directly. You must set up the intern on your company's PAYE and pay your intern in accordance with your own payroll schedule. You must pay the intern the agreed RIS rates even if your intern is under the age of 23.

If the grant we provide is delayed for whatever reason, it is your responsibility to pay your intern on time according to your own payroll schedule then use the grant we provide as reimbursement.

"The company I worked for was so attentive and helpful, everyone was invested in my development and offered me opportunities beyond what was originally covered in the internship spec. I have developed both professionally and personally and also have a better idea of what I would look for/avoid when applying for graduate jobs e.g., office environment." - 2022/2023 Student

KEEPING YOUR INTERN ENGAGED

It may be that you recruit an intern months before the intern is actually due to start. This is completely fine and a good way to secure a keen student early. However, it's important to keep the communication going! Make sure you occasionally reach out to them before they start - ask them how they're doing and let them know you're excited to have them on board. This will help keep your intern engaged and enthused!

MANAGING YOUR INTERN

Internships are structured in such a way that the host organisation acts as the employer whilst the internship is taking place. Therefore, organisations are generally autonomous in how they manage their interns. We are on hand if there are any issues or if you need support in preparing to welcome your intern to your organisation.

Some top tips to help your organisation get the most out of RIS:

- Make sure you **have a clear project in mind** for your intern. The project should clearly outline your goals and objectives so your intern knows exactly what they are there to do.
- Rather than using an intern as an extra pair of hands, **think of a project** that would really add some value to your organisation!
- **Check in on your intern** at least once a day to see how they are getting on.
- Remember that for many students your internship is their first professional experience so you should **communicate your expectations clearly** (such as working hours, tasks, dress code if applicable and so on). Make sure to have an induction on your interns' first day so you can go through all of this.
- **Allow your intern some creative freedom** and ask for their input – our talented students come from a range of backgrounds and disciplines and will undoubtedly have a different perspective on things! This can not only help your business improve but it will also make your intern feel more valued.
- **Praise/ constructive criticism** - this is a learning experience for students so it's important to help them learn. Often this will be a student's first experience so praising them or providing constructive criticism will help them grow professionally.

"I really enjoyed my time during my internship. The team was very supportive and listened and implemented my ideas into the projects they were working on. I was able to work independently on different projects but also ask for any help I needed. I felt like I was really able to develop my confidence during this internship and learn new specialist skills related to the creative industry, an industry I hopefully will continue to work in in the future. There was never a boring day at work and I loved every second of my internship!" - 2023 Student



**READING INTERNSHIP
SCHEME**

How does RIS impact students long term? Hear from our alumni...

2023 Reflective Report on RIS

A survey was recently sent out to past RIS interns from the following academic years: 2018 to 2019; 2019 to 2020; and 2020 to 2021. The aim of the survey was to gather feedback and understand the long term impacts of the Reading Internship Scheme and how an internship may shape students' career journeys. Some of our findings have been included below. The full report can be found [here](#).

**The internship helped
me get to where I am
now**

"I got loads of experience, I really enjoyed it, and it definitely helped me to get the job I'm in now – and a promotion 6 months down the track!"

2020/21 Marketing & Communications Intern
Now: Senior Multimedia Executive

"You never know where an internship can take you. Often these lead to full time employment offers so it is always worth it. Any form of experience is good when we are starting out our career as **it helps you understand what you do and don't like**, and this is sometimes the hardest part, deciding what you want and don't want to do."

Now: Customer Success Executive at internship host!

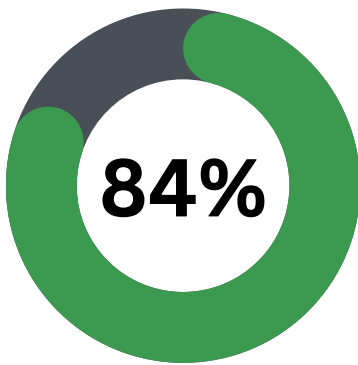
**What advice would you
give to current students
thinking of applying to
an internship?**

**The internship helped
me gain experience**

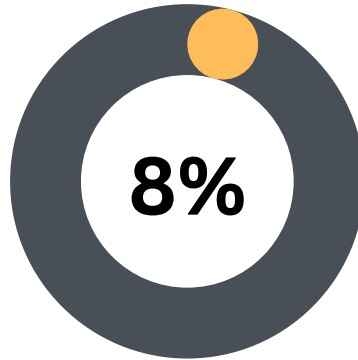
"I wanted to do an internship as I was going to be graduating with very little experience. From the internship I was made a full time employee and it was my first job out of university. Without RIS I'm not sure where I would've gone into but I'm thankful for RIS and Hex for pretty much starting my career in web development. Now I'm working in London for a bigger design and development which are aiming to be the top agency in the UK.."

2020/21 Web Developer Intern
Now: Junior Front End Web Developer

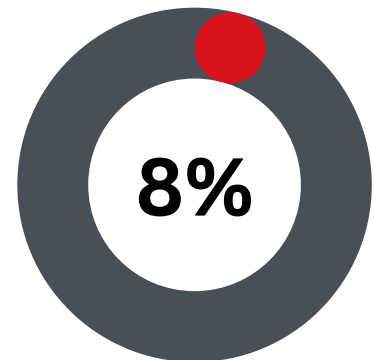
The internship helped me develop my sector, job, and/or organisational knowledge



Agree or Strongly Agree

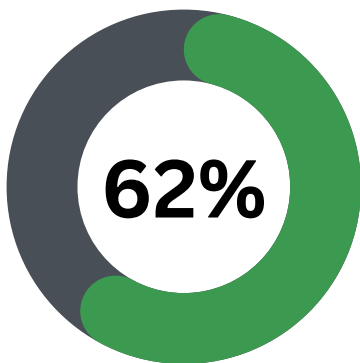


Neutral

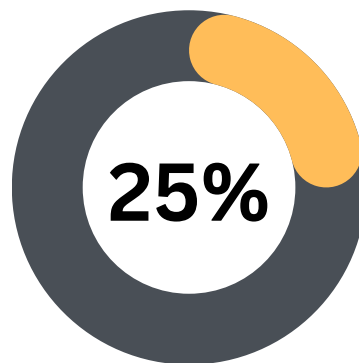


Disagree or Strongly Disagree

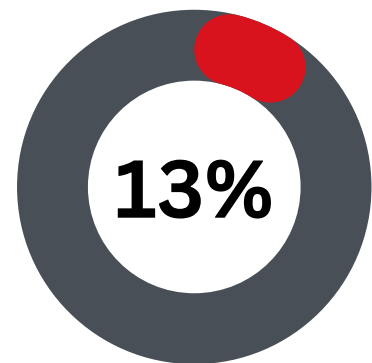
The internship helped me build a professional network.



Agree or Strongly Agree



Neutral



Disagree or Strongly Disagree

92%

of students agreed or strongly agreed that their internships helped them develop **confidence**

in a professional/ workplace setting

"It is a great experience and helped me have good expectations/ be more confident in my first job!"

2018 Design Intern

**The internship helped
me develop my
confidence**

"The most important thing I got out of this internship was an increased confidence in trying new things and making the most out of new opportunities, especially when they are very much out of my areas of knowledge."

2018/19 Public Engagement Intern
Now: PhD Student

"I applied for the Launchpad internship with the hope of gaining experience in the charity sector, and I got this in bucketloads. I got to understand how a charity functions, and how to work with clients who are struggling. I loved my 6 week internship and it sparked my passion for charity work."

2018/2019 Service Support Administrator Intern
Now: Data Collections Officer

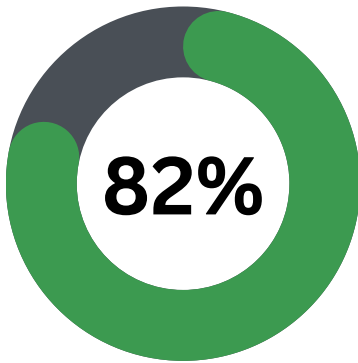
**The internship sparked
my passion for a sector**

**The internship helped
develop my
understanding of a
sector**

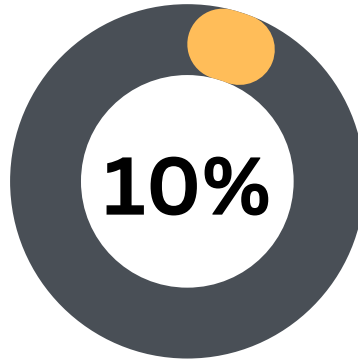
"I wanted to do an internship to advance my skills, develop your professional ability and gain understanding of what it is like to be a Graphic Designer. I wanted to work in a graphic design studio. This allowed me to work within a team, designing for both print and digital projects, for large international corporations. This helped me gain valuable experience communicating with industry professionals on high-profile projects, and further my career opportunities."

2018/19 Design Intern
Now: Graphic Designer

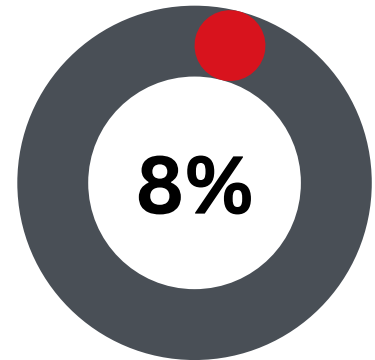
The internship helped me develop my awareness of opportunities available to me.



Agree or Strongly Agree

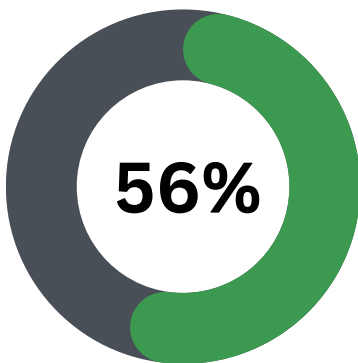


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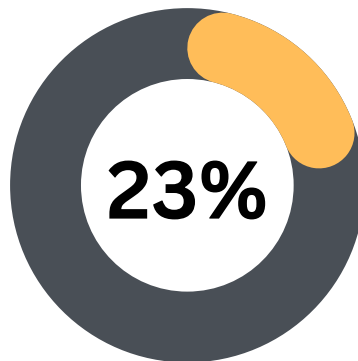


Disagree or Strongly Disagree

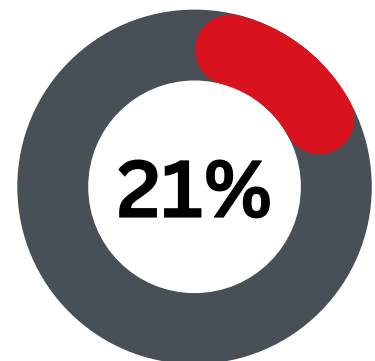
The internship allowed me to apply skills/ knowledge I've learnt from my degree.



Agree or Strongly Agree



Neutral



Disagree or Strongly Disagree

100%

of students agreed or strongly agreed that RIS

helped develop transferrable skills

98%

of students agreed or strongly agreed that

RIS is a worthwhile scheme

87%

of students agreed or strongly agreed that RIS helped

practise for future applications and interviews

Q

Your internship story: why did you want to do an internship?

A

"As an accounting student I had ideas about going into finance following university, however always felt it important to gain additional experience where I could during my studies.

I'd already had placements lined up in Finance, so I saw RIS as an opportunity to explore a sector that I hadn't considered and gain new skills. I chose to do my placement at a Recruitment business, which (as an introvert) put me well out of my comfort zone and taught me some immensely valuable transferable skills.

Following my internship in recruitment, I was offered part-time work during my studies, and post-graduation I decided to pursue a career in Data Recruitment rather than finance as I'd initially thought.

RIS has played a huge part in helping me to decide my career direction, and I'd really encourage UoR students to get involved and try their hand at something different!"

Then: 2019 Recruitment Consultant Intern

Now: Director

THANK YOU TO OUR EMPLOYERS

We wouldn't be able to do what we do without the support of our host organisations. Your internships help students gain **skills, experience, confidence, passion, knowledge** and so much more.

THANK YOU TO OUR FUNDERS

Your kind donations help us continue supporting students and employers through paid internships.



GET INVOLVED

If you'd like to participate in the 23/24 Reading Internship Scheme as an employer, we'd love to hear from you.

Fill out an [application form](#) or get in touch with Fi, the scheme's manager, on f.illes@reading.ac.uk