

CAREERS



**University of
Reading**

READING INTERNSHIP SCHEME

2022/23 Employer Handbook

WELCOME

We're delighted to be running the Reading Internship Scheme again for the 2022/23 academic year! This years' timeline is:

RIS Official Launch: Wednesday, 2nd of November 2022

RIS Official Close*: Friday 15th September 2023

*all internships must be finished by this date.

We've introduced some exciting changes to the scheme this year, mainly on the application process students go through to secure an internship. We hope these changes will give you more tailored applications, whilst at the same time simplifying the application process and levelling the playing field for our students.

All the information you need to know about RIS is in this handbook, so please ensure you read it carefully.

I look forward to working with you and if you have any questions please get in touch.

Fiorella Illes

Reading Internship Scheme Manager

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Thank you to our Supporters:



ABOUT THE SCHEME

Exclusive to University of Reading undergraduates, the Reading Internship Scheme (RIS) allows organisations to connect with our students through internships.

Employers on the Reading Internship Scheme can offer remote internships, office-based internships, or a mixture of both! If you need some guidance on managing your interns remotely, you can visit our webpages here: [Remote and virtual internships - RIS | University of Reading](#)

The scheme offers your organisation:

- The opportunity to employ one of our talented students with a skill set that you require for 4 weeks (140 hours) - 8 weeks (280 hours)
- An application framework which enables you to reach our students but keeps you in control of selecting the right candidate
- Grants to support the salary costs of an intern
- Full-time and part-time options

Internships can take place at **part-time** hours (up to 20 hours per week) during term time (dates below):

- Monday 26 September – Friday 09 December 2022 (Autumn term)
- Monday 09 January – Friday 24 March 2023 (Spring term)
- Monday 17 April – Friday 09 June 2023 (Summer term)

Internships can take place at **full-time** hours (35 hour per week) during the vacation periods below:

- Monday 12 December – Friday 06 January 2023
- Monday 27 March – Friday 14 April 2023
- Monday 12 June – Friday 15 September 2023

ELIGIBILITY

We are looking for 'host' organisations that are:

- SME's (up to 250 employees)
- Looking to grow their talent pipeline by offering a genuine learning experience to a Reading student
- Able to pay an intern their salary via PAYE (pending grant contribution from the scheme)
- Happy to accept the associated on-costs (employers NI etc.), and pay the employer's contribution towards salary

In agreement with the Terms and Conditions for RIS set out on page 9, internships through the scheme must fit the following criteria:

- Be 4, 6 or 8 weeks in length (dependent on funding provided)
- The internship must be either office-based, remote or a mixture of both



HOW IT WORKS

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

Step 1:

If you do not have an account for our online jobs portal, My Jobs Online, (where your internship will be uploaded if your application is successful), then please sign up for an organisation account.

Step 2:

Complete the **registration of interest** form for the scheme. Please complete all fields and provide us with a brief description on what you'd like an intern to work on, as this will enable us to determine which projects are suitable for the scheme.

Once reviewed, the scheme's manager will confirm the amount of funding the scheme will be able to offer you and will request a job description if your application is successful.

Step 3:

Fill out the job description form and send back to RIS Manager. The RIS Manager will then upload the internship to the jobs portal for students to apply. The RIS Manager will collate applications and send over to you after the closing date. It's then over to you to shortlist and interview!



WRITING YOUR JOB DESCRIPTION

If your application is successful, the scheme's manager will confirm the amount of funding the scheme will be able to offer and request a job description (you will be provided with a template) which will be advertised to our students. The job description template will have some hints and tips on what to include in each section in order to maximise engagement.

Top Tips:

- 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!
- Why should a student apply to your role specifically? The market is very competitive so it's good to stand out by telling students about all the great things you can offer them. Think about things like mentoring opportunities, specific skills they'd gain, an exciting project they'd work on, potential to secure employment after etc.
- 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 as opposed to any previous experience.
- Include a link to the company site so students can do their research.

HOW DO STUDENTS APPLY?

In previous years, students applied with a CV and covering letter which was collated and sent across to the organisation by the RIS Manager. This year, we are doing something completely different.

Students will 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? (this can be from your personal, academic, or professional life)
- 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 out the playing field and not hinder students who perhaps have less to put on a CV than others.

Receiving student applications:

A vacancy is on the portal for **3 weeks**. Once the internship expires, the RIS Manager will share all applications with you via email. As all the applications are anonymous, organisations will have to communicate with the RIS Manager in regards to who they wish to interview. Each application will have a number on it – you will have to list each number you'd like to interview. Once you've confirmed the students you'd like to interview, the RIS Manager will come back to you with contact details for each. You are then free to contact those students and arrange interviews.

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

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 but we do ask that you take potential restrictions such as the student's location and COVID-19 (if applicable), into account. During our most recent programme, employers opted for remote interviews via phone, Skype, Zoom, Microsoft Teams etc.

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 interview candidates and let the RIS Manager know of the successful intern **within 1 week**.

It is vital you let the RIS Manager know if you have offered an internship to a student prior to the student starting the internship. This is to:

- Ensure all necessary paperwork is completed prior to the student starting
- Ensure we provide sufficient support to our students prior to them starting
- Ensure we can process funds in time and that payment to you is not delayed

Feedback Guidance

We ask employers to feedback to all interviewed students in order to help them develop and get better for future interviews. You may have your own process for this, however we have included a template should you wish to use this on the next page.

Interview details

Candidate name	
Position sought	
Interviewer name	
Date	

Candidate evaluation

Assessment areas	Excellent	Strong	Average	Weak
Did the candidate present themselves well?				
Did the candidate answer questions well?				
Did they make eye contact throughout the interview?				
Did they demonstrate positive body language throughout?				
Did the candidate have relevant transferable skills which you would see as a good fit for the role?				

Any other feedback



ONBOARDING AND 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. If there are any issues during the internship, we encourage you to try to resolve these directly with your intern in the first instance.

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.

Below are also some useful articles on managing interns.

- [14 Tips for Managing Interns](#)
- [How To Manage Interns](#)

Annual Leave, Sick Pay and Study 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. In a minority of cases, interns may have to undertake examinations during the course of their internship. We ask you to be mindful of this so that exams and study can take priority.

Feedback

Towards the end of the internship, we will get in touch to ask for your feedback, both about your intern and the scheme as a whole. This will allow us to reflect on what went well and what needs to be improved for the new academic year.

EXPECTED PAPERWORK

Once you have successfully recruited an intern and have notified the RIS Manager, our Reading Internship Scheme agreement and health and safety checklist must be completed to ensure all terms and conditions are agreed and all liability insurance is in place. **This must be done before the intern starts.**

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 emailed to employers and needs to be signed by both organisation and University of Reading, electronic signatures are accepted and are the preferred method due to remote working. Please note that an internship cannot take place until the University of Reading's Reading Internship Scheme agreement is signed by both parties.

You as the host organisation is then responsible for drawing up an **employment contract** between your organisation and the intern, regarding the internship. If you need support with this, you can visit the [Business Growth Hub](#) or the [gov website](#) for some helpful guides and resources.

Health and Safety Checklist

The checklist covers organisations' health and safety procedures, liability insurance, and whether the workplace is COVID-19 secure (If applicable). Please note that an internship cannot take place until the health and safety checklist is completed and sent via email to the RIS Manager.

FUNDING

All interns are paid at a rate of £332.50 per week (£9.50 per hour) for a 35-hour week. The University of Reading offers a contribution towards salary costs as outlined below and subject to approval by the RIS Manager. We will make the contribution in the form of a grant with the expectation that the host organisation will pay the intern, topping up the salary to £332.50 per week where applicable.

Host organisations can choose to run an internship for 4, 6, or 8 weeks, which can be part-time or full-time and can take place throughout the year. This means that employers can arrange with their intern(s) what timeframe works best.

For example, an intern could start a 4-week (140hrs) internship and work full time for 2 weeks (70hrs) anytime between the 12th of December and 6th of January and work part-time around these dates up to a maximum of 20hrs per week, completing 140hrs.

When you apply to join the scheme, you will be asked for the length of internship that you would prefer, and when you would like this to take place. The majority are 6 weeks and requests for up to 8 weeks will be considered where there is a project that merits a longer internship.

Please see the table below for details of the funding you may be eligible for:

CHARITY

Number of weeks	4 (140HRS)	6 (210HRS)	8 (280HRS)
Basic salary paid to intern	£1,330	£1,995	£2,660
Grant from University of Reading	£1,330	£1,995	£2,660
Cost to organisation	£0	£0	£0

ALL OTHER

Number of weeks	4 (140HRS)	6 (210HRS)	8 (280HRS)
Basic salary paid to intern	£1,330	£1,995	£2,660
Grant from University of Reading	£665	£997.50	£1,330
Cost to organisation	£665	£997.50	£1,330

Please note: Funding is reviewed each year, so organisations that took part in the scheme before may not receive the same funding as previously.



Retrieving the grant

In order to retrieve the grant from the University, your organisation should email your invoice to f.illes@reading.ac.uk, on your intern's first day. Your invoice must include your individual purchase order number, which will be sent to you via email.

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.

Please note: If you have not taken part in the scheme before, our New Supplier and Amendments team will contact you to verify your organisation's bank details. This can make the process take slightly longer, so please ensure you check your emails (including the junk folder) for this email so you can verify your details. Delay in doing this unfortunately results in delayed payment of grants.

If you invoice us after the intern's first day or do not provide the right details, payment may be delayed. At this point it will be your responsibility to pay your intern, and then use the grant as a reimbursement.

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 agree that if you are taking on an intern on a full-time basis, they cannot work more than 35 hours per week.
- You will pay the intern at the agreed rate for a Reading Internship Scheme internship, £9.50 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 supply us with copies of all correspondence to any applicant introduced to your organisation up until the commencement date. (Being 'cc'd' on emails would suffice).
- 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 the scheme's manager Fiorella Illes on f.illes@reading.ac.uk



WHAT EMPLOYERS SAY

"Having participated in this scheme over several years now, I'm incredibly happy with our experience of Reading's interns. They have consistently performed well and made a significant impact to the performance of our small team. Already planning the next set of tasks and activities for the next bunch!"

KYMIRA Ltd.

"Dealing with the University was easy and efficient. The range of candidates we interviewed for the internship was impressive. The one we hired was a student just finishing her first year. We made a superb choice. Her upbeat, can-do attitude and conscientious work-ethic delighted everyone in our organisation. She did a lot of very useful work and enabled us to achieve far more in the 6 weeks she was with us than we have achieved in any other 6-week period. So thank you VERY much!"

Ethical Reading

"Both Interns were able to grasp the requirements and work as a team to achieve good results. All this was done remotely too. Excellent."

Berkshire Community Foundation

The intern scheme has been a very positive experience - both from working with the UoR team and the student who became our intern. I have been very impressed with our intern's performance, attitude and approach."

Tax Automation

WHAT OUR STUDENTS SAY

"So many interesting internships to choose from a range of backgrounds. The careers service have helped me so much with my application to the internship and I am sure this opportunity will only strengthen my CV."

2020 student

"The Reading Internship Scheme was beneficial as there was a clear process to applying and securing a position. I felt supported by the employer and was given lots of opportunities to develop my skills, giving me more confidence in the workplace."


2022 student

"The best part for me was the fact that my internship was fully remote as I did not have to worry about commuting. I also enjoyed working for a small business as I really got to know every member of the team on a personal level. I have been exposed to various networking opportunities and I now feel more confident about applying for graduate roles."

2022 student



READING INTERNSHIP SCHEME

 For more information, please contact:

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