

## Your internships

All organisations can advertise paid internships free of charge on [mycareer](#). We reach **over 50,000 current students and recent graduates** and help you target specific disciplines.

## Our internship schemes

We run two internship schemes that enable students to gain quality, paid work experience from small and medium sized employers (SMEs) in the UK, including charities, social enterprises and start-ups.

We also provide funding to SMEs to support UK based internships, as part of our SME Internship Scheme and the Santander SME Internship programme. In 2018/19 we supported **over 200 SME internships** across both of our schemes, in positions like:

- Digital Marketing Intern at [Intro](#)
- Programme Intern at [FRANK Water](#)
- Events and Research Intern at [Transform Drug Policy Foundation](#)
- Research Assistant at [Your Therapy Support](#)
- Farm Fair Coordinator at [St Werburghs City Farm](#)

## Five key benefits to employing an intern

1. **Give something back:** help a student gain practical experience of the workplace, develop their professional skills, add to their CV and make industry contacts
2. **Stay current:** help your company keep up to date with latest tech and other social, entertainment and market trends
3. **Increase productivity:** use short term additional support of an intern for a specific project/piece of work
4. **Test drive the talent** and develop your talent pipeline
5. Use as a **cost-effective** way of employing highly-qualified and motivated individuals

“Thank you to the University of Bristol for running such a fantastic programme, giving us access to great talent in a low-risk environment of an internship, which as a small business we could not otherwise afford”

Participating employer

## SME Internship Scheme

This scheme provides funding for SMEs to support full-time or part-time internships of at least 4 weeks (140 hours) in duration:

- The University pays a £900 grant towards each internship
- A regulation of the new cycle of funding is that each company can only apply for one SME Internship grant per academic year
- Internships can be completed on a full-time or part-time basis, during term or vacation time
- Internships can take place any time during the year, but they must start before the end of June 2019
- The employer must be a registered company or charity
- Employers contribute a minimum of £249.40 towards the intern's wages to ensure they meet [the National Living Wage](#)
- Employers are required to pay the intern through PAYE
- Employers must provide the intern with office space throughout their internship; interns are not allowed to work from their own or their employer's home
- The employer must complete feedback at the conclusion of the internship

This internship scheme is open to current undergraduate students and recent graduates (within 6-months of graduation) who were previously undergraduate students. They must also meet other specific eligibility:

- The intern must be a registered undergraduate student or have graduated within the last six months in an undergraduate degree
- They must not have already completed an SME Internship during the current academic year
- They must not have worked for the employer previously
- They must start their internship by the end of June
- They must provide feedback at the end of their internship

The University of Bristol recommends students work no more than 15 hours per week during term-time.

To apply for funding please follow this link [here](#)

If you haven't engaged with the University before, you will need to register on our student and employer platform. You can do this [here](#)

## Santander SME Internship programme

This scheme is part of the bank's [Breakthrough](#) programme for SMEs and provides funding towards ten-week (350 hour) internships within UK-based SMEs.

Opportunities are open to current undergraduate students in their final year, or a graduate from an undergraduate degree starting the internship within 18 months of graduating.

To be eligible for the scheme you must:

- Pay interns minimum £8.75 per hour or minimum £10.20 per hour if the internship takes place in Greater London \*
- Match fund the internship (£1531.25 outside of London and £1785.00 if internship takes place in Greater London)\*
- Pay the intern through PAYE\*
- Provide the intern with office space throughout their internship (interns are not allowed to work from home)\*
- Be a registered company or charity\*
- Complete feedback at the conclusion of the internship\*
- Submit all necessary paperwork and employ your intern before the end of June\*
- Ensure your intern is eligible to take part in the scheme:\*

  - They must be a current student in their final year or a graduate within 18 months of graduation
  - They must not have already completed a Santander SME Internship in the current academic year
  - They must not have worked for the organisation previously
  - They must start your internship by the end of June
  - They must provide feedback at the end of their internship

Internships can be completed on a full-time or part-time basis, during term or vacation time.

The University of Bristol recommends students work no more than 15 hours per week during term-time.

A regulation of the new cycle of funding is that each company can only apply for one Santander SME Internship grant per academic year.

Priority will be given to organisations intending to hire interns into permanent roles.

\*Please note this is the criteria from 2018-19 and this is subject to change once Santander release their criteria and open the scheme in late October

## How to get involved

1. Determine suitable role and contact [careers-uobinterns@bristol.ac.uk](mailto:careers-uobinterns@bristol.ac.uk)
2. Complete application form and include the job description  
Use our [guide to writing a strong job description](#) for help
3. We collect applications for review, they are sent to your organisation after the expiry date. You can then interview and offer to successful applicant
4. Email [careers-uobinterns@bristol.ac.uk](mailto:careers-uobinterns@bristol.ac.uk), include the student name with internship start and end dates
5. Company, intern and University sign contract
6. Internship begins and funding issued. The funding will reach your organisation within four weeks
7. Employer and student to complete mandatory feedback form

If you are new to working with interns, use these helpful resources to get started:

- [Internships that work, a guide for employers](#) (CIPD)
- [Common best practice code for high-quality internships](#) (gov.uk)
- [Employing people – a guide for new employers](#) (ACAS)
- [Employment contracts](#) (ACAS)
- [Employment rights and pay for interns](#) (gov.uk)
- [Calculating holiday entitlement](#) (gov.uk)