

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.

Internship schemes

Our SME Internship Schemes 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.

Each academic year we receive internship funding from different sources to provide opportunities for students who meet specific eligibility criteria. Below are the eligibility details and key information about the current available funding for employers.

We encourage you to check this page throughout the year for updates on available internship schemes. We hope to release more funding throughout the academic year.

In 2019/20 we supported **200 SME internships** across both of our schemes, in positions like:

- Digital Marketing Assistant at [Roggett](#)
- Volunteer Co-ordinator at [FRANK Water](#)
- Research and Innovation Associate at [Industry of Us](#)
- Editorial Assistant at [Resource Media](#)
- Data Analysis Intern at [Centre for Thriving Places](#)

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

COVID-19 SME Internship Fund

This is a fully funded scheme for SMEs to support UK-based internships of at least 4 weeks (140 hours) in duration.

- The University pays a £1260 grant to cover the full cost of the interns' wages for the duration of the internship
- Internships can be completed on a full-time or part-time basis
- Internships must start before the end of June 2021
- The employer must be a registered company or charity
- Employers are required to pay the intern through PAYE at a rate of at least £9 per hour
- We are asking that all participating interns write a reflective blog about their internship. A requirement of receiving a grant from this fund is that you allow time for this as part of the internship
- You must complete feedback at the conclusion of the internship
- We may follow up with you to find out more about your story during the COVID-19 crisis and the impact your intern has had.

This internship scheme is open to current students and alumni who have graduated within the last 15 months. They must also meet other specific eligibility, the intern must:

- not have already completed an SME Internship during the current academic year
- not have worked for the employer previously
- start their internship by the end of June 2021
- provide feedback at the end of their internship

COVID-19

- Due to the current situation, we are happy for interns to work from home during their internship.
- Interns are not allowed to work from their employer's home
- If the intern is required to attend a workplace you must provide them with appropriate PPE and suitable COVID compliant safety measures should be in place
- Employers are required to provide a robust induction and support to enable a student to confidently work remotely, we strongly encourage you to check in with them regularly

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

To apply for funding please contact the SME Internships Team at careers-uobinterns@bristol.ac.uk

If you haven't engaged with the University before, you will need to [register on our student and employer platform](#) and let us know that you have registered.

How to get involved

1. If you haven't engaged with the University before, you will need to [register on our online platform](#) first. Please email us at careers-uobinterns@bristol.ac.uk when you've registered so we can approve your account
2. Determine suitable role
3. [Complete application form](#), detailing the job description

Use our [guide to writing a strong job description](#) for help

4. The team will assess your eligibility and if we have funding available advertise your opportunity
5. We collect applications for review, they are sent to your organisation after the expiry date. You can then interview and offer to successful applicant
6. Email careers-uobinterns@bristol.ac.uk, include the student name with internship start and end dates
7. Company, intern and University sign contract
8. Internship begins and we'll send you a short form to complete so that we can issue the funding. The grant should reach your organisation within four weeks
9. Employer and student to complete mandatory feedback form

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

- [Writing a strong job description](#)
- [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)
- LinkedIn guide for those who are [new to working remotely](#)
- Mind, the mental health charity, provide helpful advice on their webpages on [coronavirus and your wellbeing](#), including dealing with the effects of isolation.
- Government COVID-19 [guidance for employees, employers and businesses.](#)