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| **EMPLOYABILITY****AND CAREERS**  | **essex logo white unbled.eps** |

**ESSEX INTERNS GRADUATE FUNDING STATEMENT - INTERNAL**

**The Essex Interns Graduate Project provides an opportunity for departments to take on a skilled graduate from a Bachelor level degree for a three month, full-time internship.** Internship funding is not a direct reimbursement of salary but is intended to contribute towards the cost of employing an intern.

Funding is per intern and not per department to enable as many interns as possible to gain experience; therefore it may be possible to have more than one intern should you have other suitable opportunities and if enough funding is available, at our discretion subject to demand.

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| **Essex Interns – Internal Grant 2018/2019 £2,500 (fixed amount) 3 MONTH full time role** **Eligibility Criteria:*** For a limited time the funding is open to University of Essex departments that can offer a \*graduate level internship to a University of Essex July 2018 bachelor level graduate intern
* The internship must be at least 3 months duration. ( Funding will be paid pro rata if the internship unavoidably finishes early)
* The internship must be a full time post
* To access this funding, interns must be paid to at least **Grade 4 Spinal Point 11**
* You must directly employ the intern through the University’s HR department. All interns must be employed by you before they can undertake any work for you.
* We do not accept remote working.
* You will be the employer for the duration of the internship and as such you assume all related responsibilities such as health and safety, insurance, contracts and payroll.
* As the employer it is your responsibility to check that you adhere to all current employment **and H&S legislation and check the interns’ eligibility to work in the UK before commencing their employment**
* The intern’s start date must fall between **1 August 2018 and 30 April 2019**
* Funding is limited and those meeting the eligibility criteria and offering the best potential experience for the intern will get first refusal on a first come first served basis. Essex Interns reserve the right to approve or not approve all opportunities submitted for funding at their discretion and in accordance to their own internal guidance. There is no automatic entitlement to funding and the Essex Interns reserve the right to withdraw any notified vacancy and/or funding at their discretion without publishing a reason. (Decisions will be based upon national best practice guidelines and internal scheme criteria)
* Funding cannot be reserved indefinitely therefore if we feel that we are not able to fill an approved vacancy for you after several attempts at advertising, please be aware that we will contact you and funding will be withdrawn (this is so we can re-allocate the funding to other employers).
* Funding can only be claimed if the successful intern applied for the role through Essex Interns i.e. not a candidate who applied through other advertising.
* Our agreement form sent to you on appointment of an intern must be completed, signed and returned to us by e-mail on the first day of the internship, (or at the latest by the end of the first week of the intern’s employment with you).
* **You may decide to employ the intern for longer than the internship period, however please note that the funding from Essex Interns is limited to the amount mentioned above, anything over and above this will not be funded but you will need to continue to pay the intern at least**  **Grade 4 Spinal Point 11. Any extension to contract after the internship must be approved by your department and arranged with the University’s HR department**
* **Agreed funding is only transferred at the end of the internship on submission of all necessary paperwork.**

\*The Essex Interns team will be able to check and advise you on this aspect**Complete the following information:** |
| **Internship Role Title:** |  |
| **Duration of Internship:** |  |
| **Start date of internship** |  |
| **Salary/Pay\*\*** |  |
| **Number of Interns required:** |  |
| **Department** |  |
| **Department Contact Name:** |  |
| **Contact Number:** |  |
| **Contact Email:** |  |
| **Department Cost Code** |  |

\*\***The intern must be paid to at least Grade 4 Spinal point 11** both during the internship, and for any subsequent work they may do for the employer following the internship.

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| **TO CLAIM YOUR GRANT**Notify internships@essex.ac.uk that the internship has been completed and confirm the department cost code for transfer of funding If for any unexpected reason the internship finishes early, the funding amount will be pro-rated. You must Contact us for the total amount to be invoiced if this occurs. |

**Other:**

An internship is an opportunity for an intern to learn and develop their skills, whilst enabling an employer to develop and assess their potential. We ask that employers conduct an appropriate induction into the business and the position, and allocate a named supervisor for the duration of the internship to coach and mentor the intern.

**It is also a requirement of the scheme that you return all paperwork sent to you by Essex Interns, including employer agreement and evaluation forms.**

**You must notify Essex Interns immediately of any changes to the agreed start and end dates, or any other key elements of the internship.**

**By completing these details, you are agreeing to the terms and conditions of the Essex Interns grant offer shown above.**

**Name/Signature of hiring manager:**

**Position: Date:**

**You must complete and return this document with a fully completed Essex Interns registration form to** **internships@essex.ac.uk**

**Please keep a copy for your own records**

**Essex Interns : Tel: x3729 or x4966**