

Graduate Internship Programme

The University of Sussex is seeking organisations that are able to host a graduate intern for 20 working days. This programme builds on the success of a pilot programme for the digital sector, which was organised by the University of Sussex and Wired Sussex (a digital companies membership organisation) in 2009.

Why is the programme being run?

- The UK Government has asked Universities to support recent graduates to find a route into the workforce through gaining work experience.

What does the programme offer?

- the Graduate Internship Programme offers you access to talented and enthusiastic recent graduates, locally based and with expertise across all disciplines from universities throughout the UK
- a graduate-level project for 20 working days at minimum wage (£5.80 per hour) paid by your company
- a clearly defined project or contribution for the company that will benefit the graduate with valuable work experience
- a mentor / manager within the company to supervise the graduate

How will this benefit my company?

- gain from the enthusiasm, new ideas and fresh energy of a recent graduate
- promote your organisation as a supportive employer to a broad network of local graduates
- an opportunity to work with a high calibre individual for 20 days, during which you can without obligation assess their suitability for your organisation for less than the cost of a job advert in a local paper
- benefit from a streamlined application process
- develop a close relationship with the University of Sussex and access its resources and services

What support will my company receive?

- infrastructure to recruit from a UK-wide pool of talented recent graduates at an indicative wage cost of £870 (+ employers' NI costs as applicable)
- a visit and/or telephone support to develop a suitable project by one of the University team of Business Development Managers
- a dedicated contact point and support throughout the internship period

What will my company need to provide?

- commitment by 12 March to host an agreed number of graduate interns starting in May/June
- a project vacancy working in any aspect of your business (marketing, business solutions, science, analysis) which can be completed within 20 days work at a graduate level
- to pay the graduate intern the minimum wage for the duration of the placement and to pay employer's NI as applicable
- to short-list and interview applicants and make the final choice of a suitable applicant from a selection
- a Placement Mentor to support the Intern during the placement

What kind of projects would be suitable for the graduate interns?

- A project which can be completed within 20 days work at graduate level
- The project identified by the organisation can be one that meets your particular business needs and is not necessarily specific to your sector; it could relate to any aspect of your business
- Your business could be eligible to provide more than one project placement, but each project must stand alone

Which graduates are eligible to apply?

- Applicants must have graduated in any subject in 2009 from a Sussex based university, or from any other UK University and be living in Sussex.

What happens when?

The exact timing will vary between companies according to when they join the programme and their capacity to move things forward. As an indication:

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| February to March 2010 | All interested companies will need to have committed to the programme by 12 March at the latest Companies should begin to devise the project and create the person specification if time permits |
| April to May 2010 | If not already completed, create the project description and the person specification Project will be advertised online Graduates apply Short-listing and recruitment process are completed |
| May to July 2010 | Graduates commence 20 working day placements |

If you are interested please contact: