

Green Futures Summer Internship Programme 2023

Guidance, Terms and Conditions

Introduction

The University of Sussex offers a fully funded scheme to support internships of 6 or 8 weeks

In this document the following terms apply:

Intern means a current University of Sussex student identified by the University as meeting the eligibility requirements in clause 3.

Employer means an employer who has satisfied the terms and conditions in clauses 1 and 2 and has been confirmed by the University as accepted onto the Programme.

University means the University of Sussex.

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1. Employer criteria

To be accepted as an Employer on the Programme, the Employer must:

- be registered in the UK
- provide a business address, website, company registration number and email address with company domain
- register promptly as a supplier with the University (*see clause 5. University procurement*)
- have a business bank account
- have a named supervisor for the Intern, and a named contact to communicate with the University
- process salary payments via Pay As You Earn and pay a minimum of the Living Wage (

2. Internship criteria

The internship must:

- be for a duration of **6- or 8-weeks** full time (225 or 300 hours per week); part-time hours will be considered but the full number of hours must be allocated
- commence in June or July 2023 (exact dates to be agreed between the Intern and the Employer)
- offer a genuine work experience opportunity (see *clause 4. The internship*)
- be based at a business address; remote working will be considered but the Intern must be provided with equipment needed to complete the role (see *clause 9. Contract of employment*)
- adhere to the terms and conditions outlined in this document
- offer a salary of at least £11.95 for London-based Employers and £10.90 for Employers based elsewhere in the UK per hour, which shall be funded by the University to the conditions in clause 10

3. Eligible applicants

The University of Sussex Green Futures Intern must be:

- a registered, current University of Sussex student
- a graduate from the University of Sussex (2022 or 2021 graduation)
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4. The internship

The University is looking for meaningful and relevant projects which can be undertaken in the 6 or 8-week internship period. The aim of the Programme is to provide students with good quality work experience that will enhance their understanding of the green jobs markets, develop their employability, expand their networks, and improve their chance of securing future graduate employment. There are a minimum number of hours to be undertaken (*see clause 6. Funding*).

Internships will be stand-alone work experience opportunities and will not go towards accreditation of academic study at the University.

The internship should not be covering work that would usually be undertaken by staff taking industrial action.

The internship should offer the Intern the opportunity to develop their employability skills, and must ensure that they acquire or enhance their:

- awareness of environmental, economic or social sustainability issues

And at least 5 of the following skills:

- self-management
- team working
- business and customer awareness
- awareness of
- problem solving
- communication and literacy
- application of numeracy
- application of information technology
- an ability to demonstrate creativity, collaboration and an innovative approach

The internship must assign an Intern projects, and/or tasks with specific learning outcomes. The projects/tasks should be structured and offer the Intern personal and skills development. Interns must be provided with a clear description of the roles and/or responsibilities for each project/task and the identified learning outcomes.

The Employer must nominate a supervisor to oversee the internship and have management responsibility. The supervisor must hold regular meetings with the Intern, including a formal mid-way review and an appraisal at the end of the internship.

Approximately midway through the internship, some internship visits will be conducted by the Careers and Entrepreneurship team.

5. University procurement

All employers must be set up as a supplier on the University of Sussex finance system. If not already registered, you will need to provide the University with:

- full trading name and registered company name
- company registration number and registered address
- VAT registration number (if applicable)
- full contact details
- business bank account (personal bank accounts will not be accepted)
- organisational web

7. Salary

The salary for the internship will be £10.90 per hour (the real Living Wage) for Sussex and the rest of the UK. London-based employers must meet the current London real Living Wage of £11.95 per hour. Employers are welcome to offer a higher rate at their own cost.

All employers must therefore agree to pay these hourly rates as a minimum, irrespective of any other human resource policies the organisation may have in place.

The Employer will pay the Intern through their usual PAYE internal salary or wage processes and make these clear to the Intern. Opportunities which are paid outside a PAYE system will not be accepted.

The University is not involved with the payment process between Intern and Employer.

8. Termination

8.1 Once an Intern has accepted an offer of internship and it has been confirmed, then the Employer and the Intern shall take all reasonable steps to ensure successful completion of the internship.

8.2 Should it become apparent that the Intern fails to start the Programme, or fails to complete their internship, please notify the University at the earliest convenience.

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9. Contract of employment

Interns must be treated as temporary employees of the Employer and be based at a business address or working remotely with appropriate support. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sickpay arrangements, and holiday entitlement
- a named supervisor
- a full and clear induction to the organisation and its working practices, code of conduct, disciplinary and grievance procedures, and policies on confidentiality and data protection
- a safe working environment which conforms to applicable health and safety legislation – guidance is available: <https://www.hse.gov.uk/>
- appropriate liability and insurance cover
- where possible all equipment required to undertake the role should be provided. If this is not possible a discussion should be held with the Intern

Further information and guidance can be viewed at www.gov.uk/browse/employing-people

10.4 Employers must not advertise positions in any other way, including company intranet sites, websites, social media channels or word of mouth. Green Futures summer internships are only open to *eligible* students or recent graduates,

12. Important dates and deadlines

20 March – 30 April 2023	<u>Expressions of Interest</u> open to Employers. No internships will be accepted for advertisement after 30 April 2023.
27 March 2023 - 16 June 2023	We will start promoting suitable opportunities to eligible students and graduates. Employers are asked to set their own application closing date (the latest being 16 June), and