

University of Gloucestershire Internship Programme



Internship Provider Guide

1. Introduction

Thank you for taking an interest in the University of Gloucestershire's Internship Programme.

The Degree*plus* scheme was launched in February 2012 with the aim of providing a range of opportunities to enhance the employability skills and build the capabilities of our students. The new internship programme is one of these approaches.

Through this scheme you will have access to students who are committed and motivated to make a positive contribution to you and your organisation.

2. What is an Internship?

As a guideline we are looking for organisations to host a student and provide projects, activities or investigations of approximately 80 hours in duration. These hours are organised flexibly to suit both the student and the provider and we are happy to discuss your requirements. You may want to consider utilising a small team of students completing the internship together, or in some cases projects may lend themselves to students completing an element of the activities independently.

The internships are unpaid and offer an extra work based learning development opportunity for our students. The internship should not be used to fill a vacancy.

We regard the internship as a three-way relationship between the internship provider, the student and the University. This document provides information, recommendations and guidelines for all those parties and is supplementary to information students will receive.

Interns and providers entering into the programme must be aware that:

- Either party may withdraw from the programme without repercussion
- The internship does not create any legally binding obligations to either party
- The intern will not be entitled to any employment related benefits including National Minimum Wage

3. Objectives of the Internship

The aims and objectives of the internship programme are as follows:

- For a student to gain an understanding of the structure of working life and develop a range of transferrable skills, personal qualities and competencies.
- To develop students' interpersonal and technical skills through making an effective contribution and, by successfully completing the internship, exercising skills of thinking in a practical context.
- To provide work-based experience enabling students to apply theory and

knowledge gained through academic study.

- To enable students to gain the University of Gloucestershire Employability Award by reflecting upon their experience and how this may help develop their skills, capabilities and career opportunities.

4. Roles and Responsibilities

The following information provides guidance regarding the roles, responsibilities and expectations of the three parties:

4.1. Internship Providers should:

- Provide an opportunity or experience for a student which is not bound by contract or of fundamental function, but offers a learning experience with mutual benefit for the provider and the student.
- Provide an appropriate project that is hopefully both challenging and interesting for a student intern, and provide the University with a copy of the proposed details of the internship including duration, dates, location and details of the activities or project.
- Not provide any benefits to the intern. For example, promise of future work, payment in kind, gifts or reimbursement of expenses that have not been fully incurred.
- Provide suitable induction training to enable students to gain an awareness of their internship and to explain the rules and standards of conduct clearly to the student.
- Ensure students receive a Health & Safety briefing at the start of the internship.
- Ensure that students are covered by Employer's Liability and Public Liability Insurance and that insurers are notified of any student internship in accordance with requirements of the policies.
- Recognise that the internship is one in which, through their contribution, students learn and develop.
- Provide a workplace supervisor or mentor who will take responsibility for supporting and directing the student towards clear learning aims and objectives within the internship goals.
- As appropriate, allow University Degree*plus* staff access to students and their Supervisor/Mentor to discuss progress.
- Keep the University informed of any potential problems encountered.
- Supply detailed feedback at the end of the internship through completion an appraisal form. (See appendix 3)
- Supply feedback on the process of having an intern, from the booking through to the end of the internship.
- Where appropriate reimburse the intern with expenses actually incurred related to the internship i.e. travel to and from internship location.

4.2. Students should:

- Recognise that the internship is one of work-based learning and therefore requires them making an active contribution under the guidance of their supervisor/mentor.
- Be good ambassadors for the University and be professional in their conduct
- Keep University Degree*plus* staff informed of any problems encountered that cannot be resolved at a local level and any changes in conditions or contact details.
- Through the University of Gloucestershire Employability Award complete a reflective and self-critical analysis of their experience at the end of the internship, and supply detailed feedback on their experience as an intern within the providing organisation.

4.3. The University should:

- Ensure there is sufficient information from a host organisation and validate the activity and support as suitable.
- Ensure that the employer and the student are satisfied with the internship and the support provided.
- Secure assurances from the internship provider about levels of insurance and matters related to Health & Safety.
- Respond to the internship provider's queries in a timely manner.
- Play a positive role in sustaining any internship opportunity for the benefit of all parties.
- Where appropriate consider advance payment options of likely incurred expenses related to the internship thus ensuring equal access. This will be looked at on a case by case basis.

5. Health & Safety

Universities have a legal responsibility to ensure that, so far as reasonably practicable, their students are not exposed to risks to their health and safety. To that end we must seek assurances from organisations about how they address Health & Safety issues as well as raising awareness with students about their responsibilities. We require all internship providers to complete our Health and Safety checklist that will be sent to you on confirmation of the internship.

Students on internships are owed a duty of care from the internship provider to ensure, as far as is reasonably practicable, their health, safety and welfare whilst on the internship. The provision of relevant health and safety information and adequate instruction, training and supervision are required. The primary responsibility for meeting the statutory health and safety requirements remains with the internship provider.

Students must take reasonable care of their own health and safety and the health and safety of other people who may be affected by their actions. They must co-

operate with the internship provider in complying with their legal duties.

The University of Gloucestershire is insured against its legal liability for accidental death, injury, illness or property damage arising out of the student internship. We recommend that you notify your own Insurers that you are providing a student internship to ensure that your legal liability is adequately protected.

All host providers will be asked to submit a Health & Safety questionnaire before any internship can commence. (See Appendix 1)

6. University Policies

The University of Gloucestershire has policies covering Equality & Diversity, student conduct and Whistle-blowing. These underpin all activities within the University including the *Degreeplus* scheme and we trust that internship providers share our commitment to these policies. If you require further details on these policies please do not hesitate to contact us.

7. Matching Students to Internship Opportunities

All internship opportunities and projects will be advertised to those students who have applied to take part on the programme. Students will then select the opportunities that they wish to be considered for. The *Degreeplus* Advisory Team will then match those applicants with the most relevant skills for each internship opportunity. The provider can choose to host an informal interview with potential matches. This means that the internship provider can be assured that a) they don't have the burden of holding recruitment and selection processes to find a student intern, and b) the University has done its level best to find the closest match of students to opportunities to maximize the success of the programme for all parties.

The Intern Booking Form is attached as Appendix 2

8. Feedback and Student Success

On the successful completion of an internship each student is eligible to be verified for a University of Gloucestershire Employability Award. This sought-after award will be made available to those interns who have been judged to have successfully completed an internship, and this verification process will include:

- Formal feedback from the host provider upon completion of the internship
- Reflective and self-critical analysis from the student on their experience within the internship through completion of a Personal Statement of Achievement

- An interview with a trained University verifier to conclude the internship process

Internships do not require progression to an award and may be completed to a lesser extent if students wish only to obtain experience from this opportunity. However, this progression is encouraged and will be facilitated throughout the internship.

The University is committed to celebrating the successes of the Internship Programme, and will be seeking to honour the high achievers within the initiative through making awards for both the 'Student Intern of the Year' and 'Internship Provider of the Year' on an annual basis.

The feedback forms are attached as Appendices 3 & 4.

9. Problems and Difficulties

As much as it is hoped that our students and the providers have an excellent experience through the programme, there may well be occasions where an internship cannot be completed due to either the student or the provider being dissatisfied.

In such situations the *Degreeplus* Advisory Team will do all they can to advise and to try and find a positive solution; but in such situations where a provider feels the need to terminate an internship due to business needs the University will support the organisation.

10. Contact details:

Jo Evans
Degreeplus Manager
E: joevans@glos.ac.uk

Tel: 01242 715032

Website: www.glos.ac.uk/degreeplus

UNIVERSITY OFFICE USE
DATE SENT:
DATE DUE BY:
DATE REC'D:

Appendix 1: Host Provider's H&S Questionnaire

QUESTIONNAIRE FOR INTERNSHIP PROVIDERS

Internship Provider:

Student(s):

1. Health & Safety Policy & Training		
1a. Do you have a written Health & Safety policy?	YES	NO*
1b. If you have answered no to question 1a please confirm that your organization employs <i>less</i> than 5 employees.	YES	NO*
1c. Will you provide all necessary health and safety training for the internship student? (Where appropriate this must include training in the use of vehicles, plant and equipment)	YES	NO*
2. Insurance		
2a. Is Public Liability Insurance held?	YES	NO
2b. Is Employers Liability Insurance held with a <i>minimum</i> limit of indemnity of £5m?	YES	NO*
2c. Will your insurance cover any liability incurred by an internship student as a result of his/her duties with you?	YES	NO*
<i>This information is contained in your Insurance Policy document, please attach if you wish. If you do not hold either of the above insurance covers, please contact us.</i>		
3. Risk Assessment		
Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or to others within your organization?	YES	NO*
4. Accidents and Incidents		
4a. Do you inform the Health & Safety Executive of all reportable accidents and incidents in accordance with RIDDOR?	YES	NO*
4b. Do you have procedures to follow in the event of serious and imminent danger to people at work in your organization?	YES	NO*
4c. Will you report to the University recorded accidents involving internship students?	YES	NO
4d. Will you report to the University any sickness involving internship students, which may be attributable to the work?	YES	NO

* If you have answered 'NO' to any questions marked * please can you refer to the information provided on the Health & Safety Executive website at: <http://www.hse.gov.uk/simple-health-safety/>

After accessing this information your answers above may change.

5. Internship Provider's Address – these are the address details we have for the internship, if there are any amendments please change them below.

I have read and understood the Guidelines and Information for Internship Providers and confirm that the statements on this questionnaire are true to the best of my knowledge and belief.

Signed:

Date:

Please Print Name:

Position:

Telephone Number:

Email Address:

Thank you for completing this questionnaire.

QUESTIONNAIRE FOR INTERNSHIP PROVIDERS

Degreeplus Internship Provider Booking Form

Booked By: Internship Title:.....

Organisation:

Location:.....

Tel: Fax:

Email Address:

Number of interns required:

Start Date:Proposed end date:.....

Please write a brief description of the internship content including aims and objectives.

Please write a brief description of what skills can be developed through the internship.

Please write a brief personal specification for the role and which students you feel the internship might suit.

Please write a brief organisation profile.

Where and to whom does the intern report?

Who will be the onsite supervisor/mentor for the intern?.....

Dress Code:

Other special instructions:

SignatureDate

Please forward the completed form back to Degreeplus either by email:
degreeplus@glos.ac.uk or call us with any queries 01242 715032

Appendix 3: Internship Provider Feedback Form

Completion of Internship – Appraisal Form

Please return to the Degreeplus Manager as soon as possible after completion of the internship.

Student name	
Organisation	
Dates of Internship	

Please rate on a scale of 1 (Unsatisfactory) - 5 (Excellent) as follows:

1 = Standard unsatisfactory

2 = Standard below what is expected

3 = Achieves what is expected of student on an internship

4 = Above what is expected of student on an internship

5 = Excellent standard

Areas For Assessment

1. The Person	1	2	3	4	5	Comments
Personal Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Work	1	2	3	4	5	Comments
Quality of Output	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy, attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working relationships with managers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Working relationships with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Motivation	1	2	3	4	5	Comments
Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Skills	1	2	3	4	5	Comments
Application of Numeracy and ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business & social awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication & Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem Solving & Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork & Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Time management	1	2	3	4	5	Comments
Managing Workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Overall impression of the student's contribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Employer's additional comments

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Would you use the University of Gloucestershire Internship Programme again? (Please circle)

Yes No

Would you be happy for Degreeplus to use some of your comments to showcase on promotional media? (Please circle)

Yes No

Name	
Signature	
Position	
Date	

Many thanks for your co-operation

Appendix 4: Student Feedback Form

Completion of Internship: Student's Self-Appraisal Form

<i>Name:</i>	
<i>Organisation:</i>	
<i>Dates of Internship:</i>	

Please rate on a scale of 1 (Unsatisfactory) - 5 (Excellent) as follows:

1= I felt my performance was unsatisfactory

2= I felt I performed below what was expected of me

3= I achieved what was expected of me

4= I achieved above what is expected of me

5= I achieved an excellent standard

1)You	1	2	3	4	5	BRIEF COMMENT
Personal Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interest in the work (motivation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your self-confidence in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) The Work						
Quality of your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy, attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of what was required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Working relationships with managers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Working relationships with colleagues	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3)Motivation		
Self -Motivation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Commitment to your internship	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Use of your initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4)Skills	1	2	3	4	5	BRIEF COMMENT
Application of Numeracy & ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business & Social Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication & Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem Solving & Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork & Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5)Time Management						
Managing workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7) Please write here about your personal progress and which skills you think you have developed through the internship referring to the skills section above:

1) Would you refer the Degreeplus internship scheme to a friend?

YES/NO

2) Please rate the quality of the internship

Unsatisfactory

Satisfactory

Good

Excellent

3) Do you think the internship has made you more employable?

YES /NO

4) Has the internship experience improved your confidence about the world of work after University?

YES/NO

5) Your Degreeplus Adviser (Campus: FCH – Park - Oxstalls)

- Your adviser's Name:

- Referring to the scale chart above please tell us how helpful was your degreeplus adviser

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Additional Comments

.....
.....
.....

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6) Would you be happy for Degreeplus to use some of your comments to showcase on promotional media and are you happy for Degreeplus to mention your name with the internship provider's quotes?

YES/NO

Please return to Degreeplus at degreeplus@glos.ac.uk or drop into any Degreeplus office.

Thank you for your co-operation