Keele University is keen to work with organisations across the UK to recruit our students and graduates into internships, placements, and graduate roles. Offering opportunities to students and graduates can bring many benefits to your organisation - and students need valuable work experience in order to successfully enter the job market. We work with you to help you access students and graduates with the skills that you need.

**What’s the difference – Internship, placement or graduate job?**

* **Internships** are not part of a student/graduate course but are short or fixed term opportunities, ideal for trialling someone in a role, or getting a project or short piece of work done. These can be pretty much any length of time up to six months and can be offered as part time hours to suit students or as full time work over the summer to students or graduates. All internships need to be paid opportunities.
* **Placements** are a required element of a degree course (where the degree offers it) and these vary in length from 75 hours to year long. You would usually offer full time hours for the year long placements (these need to be paid), and either part time or full time hours for the summer ones (also need to be paid), and part time hours for the 75 hours ones (you can offer these as paid or unpaid). Placements are offered to current students (not to graduates. Placements are ideal for talent spotting for future employees. Ask us if you would like to know which degree courses include a placement.
* **Graduate jobs** are for those who have completely finished their studies - most graduates (but not all) look for full time hours. These would need to be paid opportunities, we can advise on salary levels if you wish.
* **Part time hours student role with a view to a longer term role after graduation –** This can be a really good way to trial a final year student for a graduate type role on part time hours until they finish their studies. We do ask you to please be mindful of their assignment and exams and the pressure they can be under during their final months when discussing hours per week to be worked and some flexibility may be needed.

Contact Kathy England for advice/questions – [studentopportunities@keele.ac.uk](mailto:studentopportunities@keele.ac.uk) – 01782 733403/07990 135094

**Eligibility of organisations:** Registered and based in the UK - companies, start-ups, sole traders, partnerships and charities/not for profit organisations.

1. We can provide advice and guidance on how to attract and support students and graduates and which scheme is the most suitable for your role
2. We offer a free of charge advertising and sifting service (based on the role description that you provide)
3. **If you are a not for profit organisation**, we *may* be able to provide funding for, or towards a role *(this has to be agreed with us before advertising)* Please indicate on the form below if you are interested in funding.
4. You will be responsible for:
5. Providing a suitable role description/person specification (we can assist with this if needed) – we can also send you some previous similar job descriptions to yours if that helps.
6. Arranging your own interviews, selection, and supervision of the successful applicant (we can help you to hold interviews at Keele if you wish).
7. Where appropriate, you need to employ the student and PAYE the student. (for 75 hour placements there is no need to employ the student or offer payment)

Please download and complete all sections – a role template is included below

Please sign and return to studentopportunities@keele.ac.uk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name:** |  | **Sector:** |  |
| **Type of organisation** | Registered Ltd/Sole Trader/Start up/Other (please state) | **Are you a charity/not for profit/CIC?** | Yes/No |
| **Main Contact:** |  | **Job Title:** |  |
| **Address:** |  | **Postcode:** |  |
| **Telephone:** |  | **Mobile:** |  |
| **Email Address:** |  | **Website:** |  |
| **No of Employees** |  | | |
| **Company** **Turnover** |  | | |
|  | | | |

|  |  |
| --- | --- |
| I am a not for profit organisation and require funding from Keele University to offer this opportunity – please call me | Yes/No/NA |
| I confirm I will legally employ the successful applicant, according to current employment law. (If we have agreed to offer you some funding or are fully funding your role, you may not need to employ your student, also there is no need to employ a student for a 75 hour work placement) | Yes/No/NA |
| Is it possible to reach your offices by public transport? (for workplace based roles) | Yes/No/NA |
| **Pre- Employment Checks – IMPORTANT INFORMATION** Keele University DO NOT carry out any background checks on applicants so if you require these, you would be responsible for any such as eligibility to work, employment and personal references, academic qualifications or any other pre-placement checks deemed relevant to your company, in line with your company recruitment policy. By signing this brief you accept all liability and responsibility for any pre-employment checks. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **HEALTH and SAFETY Declaration (only to be completed if student is working at your premises)** | | **Yes** | **No** |
| **1** | Do you have a written Health and Safety policy? |  |  |
| **2** | Do you provide adequate training to ensure employees are competent to do their work? |  |  |
| **3** | Insurance **i** - Is Employer and Public Liability Insurance held? |  |  |
| **4** | **Risk Assessment**  **i** - Have you carried out a risk assessment of your work practices to identify possible risks whether to your own employees or to others within your organisation? |  |  |
| **ii** - Are risk assessments kept under regular review? |  |  |
| **iii -** Are the results of risk assessments implemented? |  |  |
| **5** | Accidents and Incidents **i** - Is there a formal procedure for reporting/recording accidents/ incidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences 1995)? |  |  |
| **ii** - Have you got procedures in place for people that work in your organisation in the event of fire evacuations, emergencies and/or significant incidents? |  |  |
| Will you ensure that your student/graduate is fully conversant with the above health and safety arrangements that operate in your company during an induction in their first week? |  |  |

**Declaration**

|  |  |
| --- | --- |
| By signing below you are declaring that all information provided is true and accurate. I consent to my company details being stored and used by Keele University for recording and reporting, evaluation, product improvement, marketing and market research purposes. Your details may be disclosed to funders or third parties that we engage with for any of the aforementioned purposes.  **GDOR Obligations -** We will be passing to you application information received from individuals interested in your internship, as part of the recruitment and selection process. We will have issued an appropriate Privacy Notice to those applicants informing them that their information will be passed on to you, a third party, as part of that process. Please remember that you have obligations under GDPR to protect and secure this data and to use it only for the purpose of filling this internship. It should be destroyed/deleted once you have made your selection (we will retain the data here). Please contact us if you have any concerns regarding this  ***Name (actual signature not printed name):******Date:*** | |
| Please tick the box if you do not wish your company details to be stored on Keele University database |  |

**Role or job title –** Eg Marketing Executive

**Who can apply? –** Students and/or graduates ***(please delete as appropriate) we can advise on this or decide for you.***

**Type of role –** This is an internship/75 hour student placement/graduate job/Part time hours student role with a view to a longer term role after graduation ***(please delete as applicable)***

***Please refer to page 1 for a brief description of types or roles you can offer or call us for advice)***

**Closing date –** Unless you have a fixed idea of interview and closing dates, we will set this for you. We can usually get your advert live within 2 working days of receipt, and will advertise for 2-3 weeks, readvertising if needed. It will speed things up if you can fully complete this template.

**Ideal start date** – asap following interviews, or state the planned date

**Length of role –** Eg 75 hours/6 weeks/6 months and please state if permanent, temporary or fixed term

**Location of work** – Eg workplace based/remote/hybrid

**Salary/Hourly rate** – For roles that need to be paid we will not advertise roles that are less than the national min wage and we suggest a min rate of at least £10 per hour. We can provide advice.

**Full time or Part time hours?** For full time roles please state what full time hours are for your organisation (eg 37 hours per week) and if part time hours are offered, min and max per week that would suit you. Students on undergraduate courses are likely to be able to work 8-10 hours per week, students on postgraduate courses may be able to work more hours, and graduates (ie completely finished studies) are mostly looking for full time roles. Do get in touch to discuss with us if needed.

**Working hours** – eg 9-5, or 9-5 with flexibility, or part time hours to fit around student timetables

**Extra benefits** – Mention here any particular company benefits, eg bonus or commission schemes, pensions, employee discounts, canteens etc (more applicable to full time graduate roles).

**Organisation Information**

Brief description of your organisation – you may want to take something from your website and include the website URL.

**Job Description**

Good to include reason/background for the internship opportunity, and some detail on what you would like the student/graduate to do. Usually, the more precise you are, the higher the chance of finding the right person for the role.

Please describe the kind of support that you are able to offer, i.e. on the job training, regular reviews, access to professional courses etc.

Contact us if you would like to look at some example job descriptions.

**Please continue to the next section**

**Person Specification**

Please enter details, essential and desirable skills, and if a particular degree discipline is required.

Please also mention if the applicant needs to be a car owner/driver for the role

**Please do not alter the section below**

**How to Apply - PLEASE READ THIS as failure to do so could result in you not being shortlisted for possible interview:**

The Keele Internships team is responsible for shortlisting applicants for consideration for interview – If you have not prepared a CV before and need assistance, we advise that you [book an appointment with a Careers Consultant here (please choose CV Advice as topic)](https://careerhub.keele.ac.uk/students/appointments/app/?siteId=1) **before** submitting your application - You can also make use of these [online resources](https://keele.careercentre.me/Members) to help you with your CV

Once you have submitted your application we will be in touch with you as soon as we can but this may not be until after the closing date - if you have not heard anything from us 2 weeks after the closing date, please email [studentopportunities@keele.ac.uk](mailto:internships@keele.ac.uk)**. It is important that your cover letter is formatted as a proper letter (**[**see example**](https://www.keele.ac.uk/internships/applicationandinterviewhelp/)**),** you should address it to Keele Internships, Keele University, ST5 5BG, with Dear Keele Internships as the salutation. If you do not format your cover letter correctly, you may not be shortlisted for the role. If you have a question to ask us before submitting your application, please email [studentopportunities@keele.ac.uk](mailto:internships@keele.ac.uk).

[Click here to apply for this role](https://careerhub.keele.ac.uk/Form.aspx?id=1061313)