



Careers  
Service.



The University of Sheffield is participating in the Santander Universities SME Internship Programme, connecting talented students and graduates with some of the UK's fastest-growing, most exciting, small and medium-sized enterprises (SMEs). As an SME, you are able to apply for funding from Santander to part-fund a summer internship in your organisation for between 4 and 8 weeks. You can recruit a maximum of 2 interns (per SME) within the 2019/20 funding year (October 2019 - September 2020).

#### Benefits for you:

- You are able to tap into a huge pool of talented final year university students and graduates who can bring new ideas into your company.
- With the funding, you are able to hire someone when you might not be able to otherwise.
- You can use the internship as a trial period to lead to permanent roles.
- You have the chance to work with talented young professionals who will bring a different experience to the team.
- You will have the time and space to explore new avenues, that would not be available without having an intern on board.

#### Benefits for the intern:

- They will gain real industry experience.
- They will develop and gain new skills.
- They will be able to take their ideas and implement them in real-life situations.
- By providing this experience you will help to develop their wider aspirations and formulate ideas of what career they might want to pursue.

#### Who can take part?

##### Organisations that:

- Have 250 employees or less, and an annual turnover of less than £50million
- Are a UK company, sole trader, or partnership.
- Can offer a valuable internship that helps students and graduates develop their employability.

Final year students and graduates (of up to three years) will be eligible to apply for the internships.

#### How it works

1. You apply to the programme within the funding application period detailed in the timeline. After the application closing date, we will assess all applications and allocate funding. As funding is limited, we will provide it to the roles we feel are a high developmental opportunity for our students/graduates, where they will gain a wide range of experience. [The application form can be accessed here.](#)
2. If successful, we will advertise the internship to students and graduates, and promote via our social media, student and alumni newsletters, our Student Jobshop, and departmental contacts.



Careers Service.



3. Candidates will send us their covering letter and CV; we will collate all applications and send these to you after the vacancy closing date.
4. Candidates are interviewed and selected by you. You will also need to complete all relevant eligibility to work checks at the interview.
5. Once a suitable candidate has been identified, you will complete our Letter of Expectation which includes a funding and health and safety agreement. We will also start the process of setting you up as a vendor with the University.
6. Your selected candidate is employed by you and paid via your payroll. All internships will need to start after 13th June 2020 in line with our summer vacation period.
7. You will send us an invoice, and the funding will be processed to you.
8. During the internship, we will be in touch to see how you and the intern are getting on. Your dedicated Santander University Relationship Manager may also be in touch.

### Recruitment support

To ensure that we offer the highest quality internships for our students and graduates, we will assess each application and prioritise funding for internships that:

- Have a clear focus with milestones and tangible outcomes
- Develops the intern professionally
- Demonstrates a commitment to supporting the intern

You are welcome to contact us before you submit an application with any queries about the internship you are thinking of, and what we are looking for in the application.

Once your application has been approved, we will advertise the internship to students and graduates, and promote via our social media, student and alumni newsletters, our Student Jobshop, and departmental contacts. You are able to contact us throughout the internship process with any queries or issues.

### Timeline

Funding applications open	6 January 2020
Funding applications close	29 March 2020
Applications reviewed and outcomes communicated	First week of April
Vacancies go live	6 April 2020
Vacancies close	3 May 2020
Organisation shortlist, individuals invited to interview and eligibility to work checks completed	
Organisation complete Letter of Expectation and we start the payment process	
Internships start after 13 June 2020 and funding provided	



Careers Service.



### Funding details

Funding is limited and we are unable to provide it to every organisation that applies. Funding cannot be reserved for you indefinitely and if we are unable to fill an approved vacancy after several attempts at advertising, please be aware that we will contact you and funding will be reallocated to other employers.

- The intern(s) wage is equivalent to £9 per hour in line with the national living wage.
- If the internship is based in Greater London the wage will be £10.55 per hour to meet the London living wage.
- You can pay the intern over £9 per hour, but you will need to increase your contribution to cover this.
- Santander Universities will contribute to a maximum of £1,260 (equivalent to 8 weeks full-time at 35 hours per week). All internships will be matched funded between Santander Universities and the SME. The internships will not be fully funded by Santander at any point. The table below illustrates the Santander funding models that we are operating (amounts provided are based on 35 hour weeks).
- Any extension of the internship past the agreed term must be fully funded by the SME.

Internship Length	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks
Santander's contribution	£630	£787.50	£945	£1102.50	£1260
SME's contribution	£630	£787.50	£945	£1102.50	£1260

If you are based in Greater London, we can provide a breakdown of the payment structure applicable to you.

### Claiming funding

- The Santander Universities contributions have been allocated to, and are held by the University of Sheffield on Santander Universities' behalf.
- To claim the funding, you need to e-mail an invoice to us once the internship has started. If for any unexpected reason the internship finishes early, the funding amount will be worked out pro-rata and you will need to repay the excess. Please contact us if this occurs.
- Payment will be made within 30 days of the invoice being accepted as valid and undisputed.
- You are expected to pay the student via your own payroll and use the funding provided to reimburse half of the cost of the individual's pay (at a rate of £9 per hour).
- Full details of the payment process, including information on what is needed on the invoice, can be found on pages 6 and 7.



Careers  
Service.



The full terms and conditions for the programme can be found here: [Santander Universities SME Internship Programme](#)

## FAQs

### ***How do I apply for funding?***

You will need to complete our [online application form](#) and submit this before the deadline of 29 March 2020.

### ***Which organisations are eligible to apply to the programme?***

You are eligible to apply to the programme if you have 250 employees or less, have an annual turnover of less than £50million and are a UK company, sole trader, or partnership.

### ***How do you assess applications?***

The application form asks for information about you as an organisation, a description of the internship role, what skills the individual will develop by completing the internship, and what skills and attributes you are looking for in candidates. We are looking for roles that offer the intern valuable career experience, regular supervision and guidance, and opportunities to reflect on their professional progress.

### ***Will I have the opportunity to modify my application if it is unsuccessful?***

Unfortunately, there is insufficient time and resource for us to read applications and ask for modifications, rather we review all submissions together after the deadline and allocate funding to the strongest applications.

This is a competitive process with limited funding, and as a result, we are unable to provide funding to everyone who applies. Should you be unsuccessful in your application we will provide feedback as to why, and would welcome an application from you in the following year. Should you wish to talk about the content of your application before you submit it, please do get in touch.

### ***How much are the interns paid?***

The intern(s) will be paid £9 per hour (£10.55 per hour if you are based in Greater London). You can choose to pay them more than this but will need to cover the additional costs incurred.

### ***Which students/graduates are eligible to apply for the programme?***

Candidates must be final year students or recent graduates (of up to three years) from the University of Sheffield. Once a student or graduate has completed an internship, they cannot complete another internship as part of the programme in the 2019/20 funding year.



Careers  
Service.



***How many hours per week can the internship be?***

The funding model identifies a full-time week as 35 hours. Roles can be above 35 hours per week but you will need to cover the additional costs incurred. Roles may be part-time and spread over a number of weeks to a maximum of 280 hours (8 weeks full-time equivalent). Funding for part-time roles is worked out pro-rata.

***I have more than one role, can I receive funding for more than one internship?***

You can apply for funding for more than one role but will need to complete a separate proposal form for each role. You can recruit a maximum of two interns in total across the 2019/20 programme.

***Can I receive funding if I have already taken part in previous cycles?***

There is no restriction on you taking part in the programme again if you have participated in a previous funding year. You can, however, only recruit a maximum of two interns in total across the 2019/20 programme.

***Can I receive more funding if the role is longer than 8 weeks full-time?***

The maximum funding you can apply for is for 8 weeks full-time (280 hours). Any roles that are longer than this, or are extended, will be unable to receive any additional funding.

***As the company, do I have the final say over who I recruit for the role?***

Yes! We will post the vacancy for you, promote it through our communication channels, and ask students to send their covering letter and CV to us. After the closing date, we will collate all applications for your role and send these to you. You will then be able to complete your usual recruitment process, including eligibility to work checks.

***Is there a lot of paperwork to complete?***

Once you have been successful in your application we will send you a Letter of Expectation which needs to be completed before the internship starts, and an induction checklist to complete at the start of the internship.

We will also need to get you set up as a vendor on our system, and will need an invoice from you so we can process your payment. Full details on the payment process can be found on pages 6 and 7.

***I already have an individual in mind, can I backfill the vacancy?***

All roles need to have been advertised through us. The individual is welcome to apply through the recruitment process, but we cannot provide funding for backfilled vacancies.

**CONTACT**

For more information please contact:

Jessica Keen

Senior Administrator (Bursaries and Work Experience)

[employabilityprogrammes@sheffield.ac.uk](mailto:employabilityprogrammes@sheffield.ac.uk)

0114 222 0962



Careers  
Service.



## Payment process

The funding provided is to be used for the intern's wages at a rate of £9 per hour. As the host organisation, you are expected to pay the intern(s) through your own payroll system in the appropriate payment reference period. The funding provided is to reimburse half of the cost incurred to your organisation for the individual's pay at a rate of £9 per hour.

There are two stages to claiming the funding; vendor registration and an invoice.

## Vendor registration

Before we can start to process the payment to you, we will need to set you up as a vendor with the university. To do this we will need you to send two attachments in the form of:

- 1) Official company letterhead, invoice, or quote which must show:
  - a) Company name, address, contact details, and all bank details for the payee
  - b) Registered company number and vat number (if applicable)
- 2) Official bank documentation which shows the bank's logo, account name and all relevant bank details for the payee. This includes any international account numbers particular to the country of origin. Please see the ['International Transactions'](#) guidance on the finance website for more detail. As evidence we can accept copies of bank statements (no monetary values are required and can be blocked out), signed letters from the bank, paying in slips, blank cheques, and print screens/downloads from online banking

Once we have received this information, we will request you to be set up as a vendor. It can take up to two weeks for the setup process to be complete.

## Invoice

To process your payment to you, we will require you to send an invoice. This should quote 'Santander Universities SME Internship Programme Funding', and be made out to:

University of Sheffield Careers Service  
Edgar Allen House  
241 Glossop Road  
Sheffield  
S10 2GW

The invoice should also include:

- A unique invoice reference
- Invoice/tax date
- University of Sheffield purchase order number - we will send you this in advance
- A statement that this is VAT free
- The name of the intern(s); if claiming for more than one intern please itemise this



- Dates of the period claimed for (internship start and end date)
- Total amount
- Bank details of where the payment is to be made
- Contact details for any invoice queries

An example of an invoice can be downloaded from this page:  
<https://www.sheffield.ac.uk/finance/staff-information/help/payments/invoice/invoice-essentials>

Pending successful vendor registration, payment will be made within 30 days of the invoice being accepted as valid and undisputed.

All information will need to be sent to [employabilityprogrammes@sheffield.ac.uk](mailto:employabilityprogrammes@sheffield.ac.uk)