



Employ.ed in an SME 2019/20

The University of Edinburgh, in collaboration with Santander Universities UK, offer match funding and recruitment support for 8 week full time and part time internships in small and medium sized enterprises.

Programme details

Who can take part?

We are looking for organisations that:

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

Please note that charities are no longer eligible for Santander Universities SME internship funding. The University of Edinburgh is keen to support charities who want to work with our students and graduates. Please get in touch to discuss how we can support you.

How it works

1. You will apply to the programme. The Careers Service assess the proposed internships and decide which organisations will receive funding.
2. You sign a funding agreement with the University.
3. The Careers Service will advertise internships to final year students and recent graduates.
 - Santander funded internships are only open to final year students and recent graduates
 - If you are not allocated funding but still advertise through the programme then we can advertise to all students
4. Candidates will apply through the Careers Service. We promote the internships, collate the applications and send them to you.
5. Candidates are interviewed and selected by you.
6. Your selected candidate is employed by you.
7. Once the intern has started you invoice us for the funding, quoting the Purchase Order reference we give you.
8. During the internship we will be in touch to see how you and the intern are getting on. The Santander University Partner may also be in touch.

Funding allocation and 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:

- High quality internships that:
 - Have a clear project(s) with milestones and tangible outcomes
 - Develops the intern professionally
 - Support the intern
- Internships that are underrepresented in the current internship market, or in sectors/occupations, which are in demand from our students
- Internships from a variety of job types and sectors





- Internships that have the potential to offer future employment

If you do not receive funding and you are able to pay the intern, we can still promote your role through the programme, and provide recruitment support to you:

- Support designing the internship
- Help finalise the job specification and advert
- Advertise and promote to students
- Collate and send applications

Timings

The programme is split into part time semester internships and summer internships.

You can apply to both, but you can only receive one allocation of funding in a funding cycle.

Please note that the funding for the part time semester internships will be allocated before the deadline for the summer internships. If you are not allocated funding for a part time internship you will be able to apply for the full time internships.

The funding is based on the actual living wage (£9 per hour, or £10.55 per hour in the boroughs of Greater London).

Part time internships details	Part time internships timeline
<p>High quality part time internships that current students can do alongside their studies</p> <ul style="list-style-type: none"> • Part time (15 hours a week) for 8 weeks. • Funding: £540, to be matched by you (plus employment costs) to pay intern. • Intern receives min. £1080. • Intern must be employed by you. 	<p>24th Nov: deadline for submitting internship proposals. 2nd Dec: SMEs informed of the outcome of proposal 9th Dec – 12th Jan: Advertise internships to students. From 15th Jan: SMEs shortlist, interview and appoint and interns start <i>Please contact us within two weeks of receiving applications with an update on your recruitment.</i></p>
Summer internships details	Summer internships timeline
<p>High quality full time or part time summer internships.</p> <ul style="list-style-type: none"> • 8 week full time (35 hours a week) or part time internships • Funding for a full time internship: £1260 to be matched by you (plus employment costs) to pay the intern. Funding for a part time internship will be pro rata to the hours. • Intern receives min. £2520 • Intern must be employed by you. 	<p>11th Mar: deadline for submitting internship proposals 17th Mar: SMEs informed of the outcome of application. 23rd Mar – 5th Apr: Advertise internships to students. From 8th Apr: SMEs shortlist, interview and appoint. Students' revision and exam period runs from 20th Apr – 22nd May so we advise internships start after this (some students may finish earlier). <i>Please contact us within two weeks of receiving applications with an update on your recruitment.</i></p>

Links

For guidance on planning a great internship read our guide:

[Tips for planning your intern's project](#)





If you are new to recruiting then read our guide including guidance on interviews, induction and the basics of employment law:

[Guide to Recruitment for SMEs](#)

Santander Universities SME internship programme terms and conditions can be found on their website.

[Santander Universities Terms and Conditions](#)

Contact us

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