**Internship Pack**

Thank you for agreeing to be involved in the Swansea University Employability Academy Internship Programme.

Internships vary in terms of nature and duration, but at the heart of each Internship is this set of core documents to provide clarity for all involved.

**Objectives**:

•To provide Interns with the further opportunity to utilise their knowledge and skills in an enterprise that matches their careers aspirations.

•To provide Internship Providers with quality Internship candidates.

•To structure meaningful Internship opportunities where both the Intern and Internship Provider actively benefit.

**Definitions**

**Internship** means a non-credit bearing work-based learning experience, arranged by, or facilitated by Swansea University in which an Intern will undertake an experience as envisaged in the work plan with a view to achieving the specified business and learning outcomes.

**Intern** means an individual who is currently an enrolled Swansea University student or has graduated from Swansea University within 15 months of the start of the Internship

**Internship Provider** mean the organisation or enterprise who will be employing the Intern.

**Parties** means the Intern, the Internship Provider and Swansea University.

**Expectations and Responsibilities of the Parties**

**Expectations and Responsibilities of the University**

The primary responsibility for the wellbeing of an Intern is placed upon the Internship Provider but the University also shares a duty of care. In order to fulfil this duty of care the University will:

•Work with the Internship Provider to define the learning outcomes of the Internship in terms of the knowledge and skills to be acquired;

•Respond to any feedback received from Interns in relation to health and safety practices during Internships by informing the Internship Provider and participate in any investigatory processes

•record details of the Internship and include a reference to it on the Intern’s Higher Education Achievement Record;

•Support the Intern via the Swansea Employability Award to evaluate their personal and professional development achieved through participation in the Internship; and

•Report any suspected cases of illegal working, including working without the right to work in the UK, or working above the hours allowed by UK Visas and Immigration (where applicable).

**Expectations and Responsibilities of the Internship Provider**

The Internship Provider is the employer of the Intern, and as such has a duty of care to the Intern and will:

•Comply with all relevant law and regulations, including but not limited to, the Equality Act 2010, the Health and Safety at Work Act 1974 and Data Protection Act 1998 and the General Data Protection Regulations (GDPR) and notify the University and Intern of any unique health and safety risk that the Internship may present

•Ensure the Intern has the right to work in the UK and is working within any Visa restrictions they may have and (where applicable) is paid in accordance with its usual payroll practices including accounting for Income Tax, National Insurance and Holiday Pay.

•Work with the Intern and University to define the learning outcomes of the Internship in terms of the knowledge and skills to be acquired

•Provide the Intern with an appropriate induction into the workplace environment, to include Health & Safety arrangements, what to do in the event of a fire, in the event of an accident or incident and with regard to any specific hazards that may be encountered in the workplace.

•assign tasks and responsibilities to match the Internship objective(s) and ensure that appropriate equipment and support is available;

•provide appropriate insurance coverage for the benefit of the Intern whilst the Intern is on the premises of the Internship Provider or elsewhere when Intern is on activities at the direction and supervision of the Internship Provider;

•Include the Intern in the risk assessment process for the activities they are involved in, taking into consideration that the Intern may lack experience in the activity

•Where a Bursary for the Internship has been agreed, claim the full amount by submitting an invoice within 30 days of the start of the Internship.

**Expectations and Responsibilities of the Intern**

The Intern will be an employee of the Internship Provider and as such will:

•comply with the Internship Provider’s relevant policies and procedures

•carry out the tasks of the Internship in a professional manner and respond appropriately to instructions also meeting deadlines which are set;

•Inform the Internship Provider of any concerns with regard to Health and Safety and report any accidents or near misses. Inform the University. if any concerns which are raised are not addressed.

•take responsibility for balancing Internship and academic commitments, alerting the University and Internship Provider should any potential issues in fulfilling the Internship and/or academic obligations/attendance

•take responsibility for ensuring they do not exceed the maximum Internship hours during academic term times (currently 15 hours per week is the maximum for undergraduates and 6 hours per week for post-graduates). International Interns must also comply with any restrictions imposed by their visas and are reminded of the University’s obligation to report any suspected overworking to UK Visa and Immigration.

**General Responsibilities of all Parties:**

**Confidentiality**

The Intern and the University will keep the Internship Provider’s commercially sensitive information, which it learns as a result of the Internship, as confidential, unless required by law or an order of court to disclose it. It may be necessary for the Intern and the University to enter into a confidentiality agreement with the Internship Provider if required.

**Freedom of Information**

Swansea University is designated as a public authority for the purposes of the Freedom of Information Act and is therefore subject to receiving requests for recorded information, which may include information regarding this Internship. Freedom of information requests will be responded to in line with the provisions of the Act. The University may require the assistance of the Internship Provider and the Intern in order to fulfil such obligations.

**Data Protection**

Swansea University has an obligation to comply with the Data Protection Act 1998 and any changes or amendments to Data Protection legislation including the General Data Protection Regulation (GDPR). The Internship Provider and Intern shall use best endeavours to assist Swansea University in meeting any obligations under this legislation. In particular, where each party receives any personal data (as defined by the Data Protection Act 1998 and Article 4 of the General Data Protection Regulation), they shall process it in line with current data protection legislation.

**Intellectual Property**

Any intellectual property created by the Intern will be owned in accordance with the Enterprise’s policy on intellectual property; or where the Enterprise has no written policy on intellectual property, intellectual property created by the Intern during the Internship will be owned by the Enterprise.

**Disciplinary Procedures**

The Parties agree that information relating to any disciplinary incident shall be shared between the University and Internship Provider and that the Intern shall receive copies of all such material.

**Dispute Resolution**

The Parties shall try their best to resolve any complaints, disagreements or disputes between or among them by informal means. If the dispute is not resolved then the Internship and this document will be terminated.

**Termination**

This document may no longer apply to the parties once the Internship has ended; or

The Internship may be terminated early upon written notification, for reasons which, in the reasonable judgement of a Party, are important enough to justify termination such as unsatisfactory performance or unsuitable conditions.

**Variation of this document**

This document may be varied at any time by mutual consent of the Parties

This Agreement shall be governed by and construed in accordance with English and Welsh laws and the parties hereby agree to submit to the exclusive jurisdiction of the English and Welsh courts.

**Internship Details**

|  |  |
| --- | --- |
| Title and Location of Internship | *Internship title*  *Organisation*  *Address*  *Postcode* |
| Dates and duration of Internship | *Start date: 00/00/0000*  *End date: 00/00/00*  *000 Hours* |
| Salary  Grant to be Claimed | *£1260.00*  *£630.00* |
| Full Time Term Time  Part Time Vacation time | |
| ***Internship Provider*** | |
| Name, Job Title and contact details of Internship Supervisor | *Name*  *Title*  *Email address*  *Telephone number* |
| Signature | Date: |
| **I*ntern*** | |
| Intern Name, Student Number, and contact details | *Name*  *Student Number*  *Email address*  *Telephone number* |
| Signature | Date: |
| **Swansea University** | |
| University Contact | *Name*  *Title*  *Email address*  *Telephone number* |
| Signature | Date: |

**Outcomes and Objectives**

To ensure that the Internship meets the objectives of all Parties we recommend that both the Intern and the Internship Provider take the time to discuss and set outcomes and objectives for the Internship (you may want to do this during Induction)

**Business Objectives**

*For a business perspective, what do you hope to achieve? What will a successful Internship look like? What are the project deliverables?*

|  |
| --- |
|  |

**Intern Learning Outcomes**

*These can include specific outcomes such developing industry specific skills but may also include developing transferable skills for example teamwork, communication and/or problem solving skills.*

|  |
| --- |
|  |

**Duties and Responsibilities of Intern**

*What do day-to-day duties look like?*

|  |
| --- |
|  |



**INTERNSHIP PROVIDER HEALTH & SAFETY QUESTIONNAIRE**

**Part A: H&S Management and Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| 1. | Do you have a written health and safety policy? | 🞏 | 🞏 |
| 2. | How is the policy communicated? | | |
|  | | |
| 3. | Insurance *(UK internships)* – please specify insurance held |  |  |
| 1. Employer liability | 🞏 |  |
| 1. Public liability | 🞏 |  |
| 1. Crown indemnity | 🞏 |  |
| 4. | Please confirm the Intern will be covered for the duration of the Internship term under your insurance policy | 🞏 | 🞏 |
| 5. | Name of person responsible for H&S in organisation | | |
| Name:  Position: | | |
| 6. | Do you carry out risk assessments of your work activities to identify hazards and implement effective control measures to control risks to employees and others? |  |  |
| 7. | How are the significant findings of risk assessments communicated to employees and others? |  |  |
|  |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **YES** | **NO** |
| 1. | Will the Intern be assigned a named supervisor for the duration of the Internship? | | | 🞏 | 🞏 |
| 2. | Will the supervisor be responsible for assessing the Intern’s competence required for tasks and activities, ensuring adequate information, instruction and training is provided and for monitoring and supervising their work? | | | 🞏 | 🞏 |
| 3. | Will the initial induction and ongoing training include H&S? | | | 🞏 | 🞏 |
| 4. | Will the Intern be involved in driving for work purposes or travel during the Internship? | | | 🞏 | 🞏 |
| If yes, please outline travel required – please outline if night travel will be included: | | | | |
| 5. | Do you have arrangements for health surveillance? | | | 🞏 | 🞏 |
| 6. | Will Interns require specific inoculations before starting the internship e.g. Hepatitis B? Please detail: | | | 🞏 | 🞏 |
| **How would you classify the work activities/ work environment associated with the Internship?** | | | | | |
| **HIGH RISK** | | 🞏 | Work on a construction site, heavy industry, engineering, work at height, lone working, hot works, work with electricity, off shore, work on boats/ vessels, operation of machinery with mechanical hazards e.g. high speed rotating parts, crushing or entanglement risks, lab work with toxic/ hazardous materials, community work with known high risk groups of clients e.g. drug abuse, homeless, violent patients, activities requiring specific licences/ qualifications e.g. diving. Work in organisations/enterprises that do not have professional H&S advice. | | |
| **MEDIUM RISK** | | 🞏 | Predominantly office based with some travel and/ or minor involvement with high risk activities/ environments for example – working in an office in an engineering plant, visits out to construction site etc. Intern required to drive vehicle in reasonable conditions. | | |
| **LOW RISK** | | 🞏 | Office based or other low hazard environments. No travel, driving or visits away from the permanent workplace. | | |
| 7. | What are the significant risks associated with this Internship? | | | | |
|  |  | | | | |
| 8. | Please outline the controls in place to reduce the risks and protect the Intern from harm? | | | | |
|  | | | | | |
| 9. | How will the Intern receive information on risks and controls? | | | | |
|  | | | | | |

**Part B: Internship Arrangements**

**The above statements are true to the best of my knowledge and belief:**

Signed .........................................

Name .........................................

Position .........................................

Date .........................................