

**Green Futures Summer Internship Programme 2023**

*Student Internship Guide*

This guide is for students who are interested in taking part in the Green Futures Summer Internship Programme 2023.

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**1. About Green Futures**

Green Futures is an exciting new event that aims to provide students with

* a better understanding of the green jobs market, including what a ‘green’ job is and where to find one
* increased confidence and understanding of the value you can bring, whatever your skillset, experience, or academic discipline
* an opportunity to gain real-world experience

On the day students work on mini-consultancy challenges set by organisations and are told about exclusive internships for Sussex students who attend the event to apply to.

**2. Green Future Summer Internships**

In partnership with Santander Universities UK, the University of Sussex is offering an opportunity for current Sussex students, who have attend our Green Futures event, to apply for exclusive 6 or 8 week internships with external organisations. These internships will offer you:

* relevant and meaningful paid work experience with an emphasis on environmental, economic and sustainable issues
* an opportunity to work on a specific project or set of tasks for an organisation
* the chance to develop your skills, confidence and experience
* an opportunity to work online, or hybrid (online and in-person). See individual adverts for details
* at least the Real Living Wage (£10.90 outside London, £11.95 in London)

Internships will take place over summer 2023 (exact date to be arranged between intern and employer) and will mostly be full-time although part-time hours may be considered.

Once you have registered with the Santander Becas platform, you will be given access to Green Futures internship vacancies as this go live in CareerHub.

Each advert will give you a job description, person specification and how to apply, together with support and resources to help you to make an effective application.

**3. FAQ**

1. Am I eligible to take part?
	* These opportunities are open to students who have taken part in Green Futures, our event held on campus on Monday 27 March.
2. When will I get access to the adverts?
	* Adverts will appear on CareerHub over March and April so you should keep monitoring opportunities and apply for those you are interested in.
3. How many internships are there and where are they?
	* There will be 15 internships, mainly in Sussex although some will be remote working
4. How do I apply?
	* If you see an internship you are interested in, you should follow the instructions in CareerHub.
5. How much do the internships pay?
	* The internship will pay £10.90 per hour outside London, and £11.95 in London. There will be either 6 week (225 hours) or 8 week (300 hours) internships.
6. Am I guaranteed an internship?
	* No, this is a competitive process, and you will competing with other Green Futures students. The final decision will be made by the recruiting employer.
7. What happens next?
	* Once you have registered on this platform, the Careers & Entrepreneurship will confirm that you are eligible (you attended Green Futures). You will then have access to Green Future internship adverts as they appear on CareerHub.
8. Are there any other internships or experiences I can apply for?
	* If you are in the Foundation or First Year of our degree you can apply to take part in an Insight Visit to an employer: <https://student.sussex.ac.uk/careers/career-lab/foundation-and-first-year>
	* If you are in the 2nd year of your degree you can apply for Career Lab UK or Global Online Internships: <https://student.sussex.ac.uk/careers/career-lab/second-year>
	* If you are in the final or penultimate year of your degree you can apply for Career Lab Global Online Internships: <https://student.sussex.ac.uk/careers/career-lab/third-year>
	* If you a postgraduate you can apply for Student Consultancy: <https://student.sussex.ac.uk/careers/career-lab/student-consultancy>

As you are still a registered University of Sussex student, you also have access to [LinkedIn Learning](https://www.sussex.ac.uk/its/services/software/linkedin-learning). LinkedIn Learning has a wide range of courses, including one on [turning your internship into a job](https://www.linkedin.com/learning/turning-an-internship-into-a-job-2/start-your-internship-strong?autoAdvance=true&autoSkip=false&autoplay=true&resume=true&u=83331314) that has a range of tips for starting and maximising your internship.

**3. Getting Paid**

Your employer will provide you with a formal contract of employment covering your rate of pay, holiday entitlement, expected hours of work and sick pay arrangements. However, it is important to also familiarise yourself with your tax and national insurance obligations. These will be deducted automatically from your salary before you are paid, however in many cases you’ll be able to reclaim your tax as your wage will be under your ‘personal allowance’. For full details on tax and National Insurance, visit our page on [Wages, tax and National Insurance numbers](http://www.sussex.ac.uk/careers/jobs/wages-tax-ni). If you have any questions about getting paid, please ask your line manager in the first instance.

Santander Universities UK funds part of this payment (£1000 per student) and the rest is funded by the University of Sussex but all payments will be made directly to you by your employer.

**4. Feedback forms**

As part of your internship, you will receive two feedback forms, one mid-way through your internship, and one at the end of your internship. These have been created both to allow the Careers and Employability team to stay updated on your internship, and as a piece of self-reflection for you to evaluate your experience.

**5. The end of your Internship**

Before the internship ends, we will ask you to interview your line manager, supervisor or a colleague about their job role and industry. The Careers and Entrepreneurship team aim to give students the opportunity to hear directly from organisations, building their confidence and awareness of roles, future career options and potential employers. You will have creative freedom with this project and guidance will be shared towards the end of your internship.

Please use the support and resources available to you at: <https://student.sussex.ac.uk/careers/>

If you have any questions please let us know: careerlab@sussex.ac.uk