Micro Internship Scheme Spring 2025



What is it?

Fully funded to the employer **50-hour** project-based Internship. An opportunity for current students to get appropriate level work experience.

Salary:

£11.00 per hour and only 29 Internships will be available.

Duration:

To be completed in minimum of 4 weeks to a maximum of 8 weeks. Flexible with the number of hours a week (previous project minimum of 6 hours per week and a maximum of 15 hours per week).

Key Dates?

Form and Process	Deadline
Meet with Incubator members	Before end of November (TBC)
CE Presentation to Incubator Employers	End Nov/Early Dec (TBC)
Job description to CE	06/12/2024
Launch / Roles Live	13/01/2025
Application Closing Date	09/02/2025
Interviews	Completed by 19/02/2025
Confirm Recruits	19/02/2025
Start Dates (no later than)	24/02/2025
End Dates (no later than)	25/04/2025

Employers will...

Pay the student before the end of their internship.
Notify the Careers Team at UH on time if there are any problems.
Pay the student pro rata if they have done some work but didn't manage to complete the hours by the end.
Provide a job description of an appropriate level for a current student.
Meet the necessary deadlines sent by the UH Careers team.
If the student fails and hasn't completed any work, UH will need to receive the money back from the employer.
Ensure that the intern works the agreed minimum of 6 hours and a maximum of 20 hours per week during the internship.
Follow their organisation's sickness and absence policies if an intern is unable to attend work due to illness.
Be required to provide case studies as a condition of receiving the funding.

UH Will...

Advertise the internship roles on University of Hertfordshire's <u>Handshake</u> page.
Manage the marketing and communications regarding the Micro Internship Scheme.
Initiate the payment to the Employer via BACS Transfer on the first date that the student begin their internship with the Incubator.
Pay the Incubator member the exact specified amount for the intern.
Stick to the specific time frames for the Micro Internship Scheme.
Ensure that Micro Internships are only advertised to eligible students.
Follow procedures for re-advertising the internship if a student cannot complete the Micro Internship, subject to review.

Students will...

Complete their agreed hours.
Work between 6 and 20 hour per week as agreed with their employer.
Conduct themselves professionally and communicate proactively with the employer if any issues arise.
Engage fully with the internship role, completing tasks and responsibilities as assigned by the employer.
Have to complete a Case Study to UH Careers & Employment
Have to register to the Santander Open Academy.
Contact recruit@herts.ac.uk if they have any Micro Internship related queries

Example Job Description – VFX Runner

• Organisation A is a multi-award-winning, visual effects studio based in London. Over the years, the studio has worked on a wide range of projects, including feature films, television shows, and commercials.

Job Description:

• The student will join our amazing Front of House team and assist with the daily running of the studio. We are looking for a student interested in pursuing a career in VFX/Animation.

The internship will give the opportunity to be fully immersed into the amazing culture at ETC, meeting a range of different people from all departments.

 Where possible, we will sit the student with people from our team to chat through what they do and give helpful advice for pursuing a career in VFX.

Person Specification (Essential):

 We are looking for someone interested in pursuing a career in Visual Effects/Animation, the related course at Hertfordshire is 3D Animation and Visual Effects.

We want a motivated person who is eager to get stuck in and learn.

Person Specification (Desirable):

Nothing else specific, just someone who is keen to work for the organisation one day!

More information

• If you have any queries, contact recruit@herts.ac.uk

- Other Resources:
- Prospects Job Profiles

Step by Step Process

Complete an online An appropriate level for a current student form and Submit a Job Description Careers team will upload to Handshake Advertise the roles Careers team will do all the promotion and Targeted Marketing targeted messages Upon Closing Date, Careers will check Review Applications eligibility. The employer will review eligible applications only The Employer will confirm with Careers Interviews Interview dates and arrange Interviews with candidates The Employer will feedback to Careers interview Outcome

outcomes

Step by Step Process...

Offer

 The Employer will make offer to successful candidates and feedback to unsuccessful candidates. Share the unsuccessful feedback to Careers.

Confirm the Recruits

 The Employer will confirm name and start dates and email Careers the day the candidate starts

Payment to Incubator Member

 UH will BACS Transfer the funds on the day the candidate starts. This may take 10 working days to clear

Payment to Candidate

 The Employer pays the candidate directly through their own payment terms and conditions

Internship Complete

 Careers will send follow up Surveys to both Candidates and the Employers