

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 [Handshake](#) 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 begins 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

9



Step by Step Process...

10

