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**DIP Factsheet**

The Derby Internship Programme is managed by the Employer Engagement team and is part-funded by the European Regional Development Fund (EDRF) to support SMEs to access our student and graduate talent.

SMEs eligible for the programme are entitled to one £500 subsidy to put towards the cost of recruiting a student or graduate, and will receive 12 hours of business support from the University of Derby’s Employer Team.

**Eligibility**

To qualify for the programme, organisations must:

* Have fewer than 250 employees
* Be based in the D2N2 area
* Have not received more than €200,000 in aid over the last three years (further information is on the SME enrollment form)
* Not be more than 25% owned by an enterprise that in itself is not an SME
* Not have an annual turnover that exceeds €50 million or an annual balance sheet that exceeds €43 million

Under the Derby Internship Programme, roles must be:

* A minimum of 100 hours in duration, maximum of six months
* Paid at a minimum of £7.50 an hour
* Stretching and beneficial work experience, or graduate level
* Worked at a maximum of 16 hours per week within term-time
* Advertised to all students through a fair and open recruitment process

**Recruiting the Intern**

Employer’s responsibilities

* It is the origination’s responsibility to explore whether it has previously received any European funding and declare this funding in advance of the recruitment campaign. The University of Derby is not liable for any matters which may arise as a result of funding not being declared.
* Commit to recruiting an intern exclusively from the University of Derby
* Adhere to agreed timescales with regards to the recruitment campaign
* To provide an accurate job description and person specification for the internship opportunity
* To agree the final advertisement in advance of the role being advertised
* To agree the final shortlist of candidates (whether or not you have received shortlisting support from the University)
* To undertake a fair and transparent selection process which is appropriate for the role advertised, which will enable you to make an informed decision with regards to the appointment of a candidate.
* Ensure that no applicant or employee receives less favorable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
* Provide feedback on each interviewed candidate to the University’s Employer Team, or directly to the candidate.

University of Derby’s responsibilities

* To provide a minimum of 12 hours support with regards to the recruitment campaign and appointment of an intern. The extent of this support can be agreed on an individual basis.
* Promote, to the best of our ability, the intern opportunity to maximize the number of applicants, who are of the right calibre for the role.
* Organise the interviews between you, the organisation, and the shortlisted applicants.

**Appointing the Intern**

Employer’s responsibilities

* Issue an intern with a contract of employment, in advance of their employment commencing, and share this with the Employer Engagement team
* Sign the University of Derby’s Internship Agreement
* Undertake all appropriate checks to satisfy that the Student or Graduate is entitled to work in the UK
* Have Employer’s Liability Insurance in place for the intern’s start date
* Pay the intern a minimum of £7.50 an hour, and their first payment must be within 31 days of their start date
* Ensure the intern does not work for more than 16 hours per week in term time
* Determine the intern’s eligibility for sick pay, holiday pay, any absence entitlements and pension in accordance with the policies and procedures in place at the organisation during the Internship Period.

University of Derby’s responsibilities

* Provide the employer with a University of Derby Internship Agreement
* Maintain regular contact with the organisation and the appointed intern, to monitor progress.
* Complete the necessary ERDF paperwork to enable to funding to be paid to the organisation 8 weeks after the intern has commenced employment.

Employer’s Declaration

I understand that the subsidy payment will not be made to my organisation until eight weeks after the intern’s start date, or until all paperwork is completed – whichever is earliest

I understand that the intern cannot start employment until all paperwork has been completed and the University has seen a signed copy of the contract of employment between the organisation and the intern

I confirm I have read, understand and agree to the terms and conditions as outlined above

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| --- | --- |
| Name |  |
| Signature |  |
| Date |  |