

# Professional Project Fund

## Organisation Guide & Information Form

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Dear Professional Project Fund Host,

Thank you for your consideration in taking an Imperial College London student for an internship as part of our Professional Project Fund Scheme. This guide will give you further details about the scheme, as well as ensuring that both the intern and your organisation have a meaningful experience.

Should you decide to partake in the scheme, there is a Professional Project Fund Provider Information Form on page five. This allows us to ensure that we have a contact within the organisation so that we can keep in touch while the student is undertaking their proposed placement. The form should be returned to the address indicated. Enquiries concerning this form can be addressed to the Placement & Internship Unit.

The College regards these opportunities as a partnership between the employer, the student and the College. The College would expect to take any necessary action to ensure that a student is proving to be an effective, safe and reliable student. However, the College would expect your organisation to uphold your legal responsibility for health and safety towards the student.

Should you host an Imperial College London student this summer, we hope that you find the experience is beneficial.

Yours faithfully,

Placement and Internship Advisers



## About the Professional Project Fund

The Professional Project Fund is a careers initiative aimed at Imperial College London undergraduate and PhD students. The purpose of the fund is to offer students a chance to experience working in the Third Sector through a short work placement opportunity. The internships are 4 weeks in length or part-time equivalent and can be taken at a time convenient to you and the student during the summer.

The scheme requires the student to find their own project within the Third Sector. Imperial College Careers Service will then offer them a bursary of £300 a week over the four weeks.

## How the Scheme is organised

<b>February</b>	Students will find out about the scheme through our website or through their department.
<b>February – April</b>	Students will speculatively approach organisations with their CV and covering letter to find out whether they would be willing to host an intern for four weeks during the summer.  Students will wait for a response from the organisation and then complete an application form and CV for a bursary on the Careers Service website.
<b>6 May</b>	Deadline for students to have submitted application form and CV to the Careers Service
<b>May</b>	Shortlisting/interviewing applicants for bursary  Confirm students receiving bursaries
<b>June</b>	Students attend launch event/workshop on making the most of their internship experience
<b>July – September</b>	Students complete their four week internship and may receive a visit from the Careers Service.
<b>July – September</b>	Students will be paid in two instalments. The first after one week of their internship (on confirmation from you that they have been attending) and the second when we have confirmation from you that they have completed their internship and on receipt of four blog posts regarding their experience.
<b>October</b>	Celebration event for students and host organisations.

## Why Participate in the Scheme?

- Gain a motivated Imperial College London student who can bring fresh skills and ideas to your organisation
- Get a project completed that you have not had time for (examples could include website design, creating marketing plans using social media, scientific research, evaluating success of particular initiatives). Blogs with students describing previous projects can be found at <https://www.imperial.ac.uk/careers/opportunities/work-experience/professional-project-fund/>
- Use it as a way to recruit for future vacancies
- Permanent staff can use it to develop supervisory or mentoring experience
- Develop your relationship with Imperial College London

## Deciding whether to host an intern

Ask yourself whether you have the resources to give your intern a quality experience. Do you have space and equipment for them as well as a member of staff that can support them while they are with you?

## Recruitment

The student will have been advised to submit a CV and covering letter to you when writing to ask whether you would consider them for the bursary scheme. You may then wish to interview the student. The CIPD recommend that an internship interview should be broadly conducted in the same way as is used to recruit a regular employee. See the link to the CIPD document 'Internships that Work' at the end of this document for more information.

## Induction

It is good practice to provide your intern with an induction plan. As this is equivalent to only a four week internship this will help your intern settle as quickly as possible. It is a legal requirement to give your intern relevant health and safety information.

## Work Plan

Ensure that you have agreed with your intern a small, distinct project to complete which will involve research and tasks that the student can work on independently. They will therefore be able to manage their own time without needing a member of staff to constantly be setting them tasks. However, it would still be useful to have one member of staff supervising the project and available for the student to seek advice from if they were having any difficulties.



## **Hours of Work**

The bursary we have provided students is above the minimum wage for someone working 35 hours per week for 4 weeks.

## **Reference & Feedback**

We recommend that the designated supervisor and intern to have weekly catch up meetings to discuss the project and to give feedback on how it is developing. A final review meeting would also be useful to evaluate the project. The supervisor should be willing to write a reference if required.

## **Useful Links**

CIPD 'Internships that Work' <http://bit.ly/cipdintern2>

BIS Common Best Practice Code for High Quality Internships <http://bit.ly/bisintern>



## Professional Project Fund Provider Information Form

### Section 1: Contact Details

Name of Organisation ('Internship Provider'):

Official Address (Location 1):

Country:

Address of location(s) where students can be hosted (if different from above):

Location 2:

Country:

Person with overall responsibility for internship students:

Name:

Email:

Job Title:

Tel No:

Location:

Student supervisors (if different from above):

Name:

Email:

Job Title:

Tel No:

Location:

Name:

Email:

Job Title:

Tel No:

Location:

Will your organisation be solely responsible for the management of the internship?

YES

NO

If you have answered NO, please outline which aspects of the internship will be delegated to other bodies/organisations:

### Section 2: The Internship/Project

1. Please give brief details of the project you expect the student to be involved in during their internship. Can you confirm that this is four weeks' worth of work?



### Section 3: Health, Safety and Insurance

1. Do you have a written health and safety policy? YES  NO
2. Do you have an on-site health and safety advisor/officer? YES  NO
3. Do you have a procedure for providing general health and safety training for people working for you, including use of equipment, vehicles etc.? YES  NO
4. Will you provide specific health and safety training for the student as it is relevant to their internship, especially at the start of the internship/induction? YES  NO
5. Do you have a procedure for recording and reporting accidents and incidents?  
YES  NO
6. Please provide the details of the person at your organisation with responsibility for health & safety:
- Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Tel No: \_\_\_\_\_ Location: \_\_\_\_\_
7. Do you hold Public and Employer's Liability Insurance? YES  NO
8. Would your organisation's insurances cover liability arising from injury sustained by a student as a result of their duties as an employee or trainee? YES  NO

### Section 4: Site Visits & Other Issues

1. Will you allow a Placement & Internship Adviser from Imperial College to undertake a site visit?  
YES  NO
- Such visits might take place in advance of a student commencing an internship or during the internship itself. Visits during an internship would normally involve meetings with both the supervisor(s) and the student(s).
- If you have answered NO, please give reasons:
2. Do you foresee any issues relating to confidentiality and disclosure which will affect the procedures used by Imperial College for assessing the work/project/study undertaken by a student(s)?  
YES  NO
- If you have answered YES, please provide details:
3. Will your organisation require the signing of a specific internship agreement or training agreement? This may be additional to or in place of an employment contract between your organisation and the student.  
YES  NO
- If you have answered YES will your organisation provide a template agreement?  
YES  NO

### Section 5: Authorisation by the Internship Provider

Name of Individual Completing Form: \_\_\_\_\_

Position: \_\_\_\_\_

I, the undersigned, declare that the above statements are true to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please add Company/Organisation Stamp if available:**

**Thank you for completing this form. Please return to**  
**[internship.unit@imperial.ac.uk](mailto:internship.unit@imperial.ac.uk)**