

Professional Project Fund

Organisation Guide & Information Form

Placement & Internship Unit
Careers Service
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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 an extracurricular activity on the part of the student. Please note that this letter does not constitute a contract of employment. We recommend further details of the internship should be subject to a separate agreement between your organisation and the student, with responsibilities in line with the description of the role as given as part of the Professional Project Fund application.

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

Yours faithfully,

The Placement and Internship Unit



About the Professional Project Fund

The Professional Project Fund is a Careers Service 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 £350 a week over the four weeks.

How the Scheme is organised

March	Students will find out about the scheme through our website or through their department.
March – April	<p>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.</p> <p>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.</p>
9 May	Deadline for students to have submitted application form and CV to the Careers Service
May	<p>Shortlisting and interviewing applicants for bursary takes place</p> <p>Confirm students receiving bursaries</p>
June	Students attend launch event/workshop on making the most of their internship experience
July – September	Students complete their four week internship and may receive a visit from the Careers Service.
July – September	Students will be paid in two instalments. The first after two weeks of their internship (upon receipt of their project first reflective log) and the second upon receipt of their final project reflective log and confirmation that they have completed their internship.

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). Case studies of students describing previous projects can be found at <https://www.imperial.ac.uk/careers/jobs-and-experience/exclusive-opportunities/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 whilst offering the student an appropriate level of challenge. 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 national living 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>

CIPD Managing a remote team <http://bit.ly/remoteintern1>



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. If UK-based and government guidelines allow, will you allow a Placement & Internship Adviser from Imperial College to undertake a site visit?

YES NO

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

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

