



### **What does the programme offer?**

- the Sussex Internship Programme offers you access to talented and enthusiastic recent graduates, locally based and with expertise across all disciplines from universities throughout the UK
- a low cost contribution to a project or development for your company that will benefit the graduate with valuable work experience. (Minimum 20 days between April and July 2010)

### **Why is the programme being run?**

- the Government has asked Universities to support recent graduates to find a route into the workforce through gaining professional experience in the work place.

### **How will this benefit my company?**

- gain from the enthusiasm, new ideas and fresh energy of a recent graduate
- promote your organisation as a supportive employer to a broad network of local graduates
- an opportunity without obligation to assess a graduate's suitability for your organisation for less than the cost of a job advert in a local paper
- develop a close relationship with the University of Sussex and access its resources and services

### **What support will my company receive?**

- a streamlined application process and infrastructure
- a visit and/or telephone support to develop a suitable project by one of the University's team of Business Development Managers
- a dedicated contact point and support throughout the internship period

### **What will my company need to provide?**

- commitment by 12 March 2010 to host an agreed number of graduate intern(s) between April and July
- a project vacancy working in any aspect of your business at graduate level (marketing, business solutions, science, analysis) which can be ideally be completed or provide significant professional experience over a minimum of 20 days work.
- to pay the graduate intern the minimum wage (£5.80 p/h) for the duration of the placement and to pay employer's NI as applicable
- to short-list and interview applicants and make the final choice of a suitable applicant from a selection
- a project mentor during the placement



### **What kind of projects would be suitable for the graduate interns?**

- The project identified by the organisation can be one that meets your particular business needs and is not necessarily specific to your sector; it could relate to any aspect of your business
- Your business could be eligible to provide more than one project placement, for example each intern could contribute to elements of a larger project or separate individual projects.

### **Which graduates are eligible to apply?**

- Applicants must have graduated in any subject in 2008 or 2009 from a Sussex based university, or from any other UK University and be living in the Sussex counties.

### **What happens when?**

The exact timing will vary between companies according to when you join the programme and your capacity to move things forward. As an indication:

- February to March 2010** All interested companies will need to have committed to the programme by 12 March  
Companies should begin to devise the project and create the person specification if time permits (supported by the University)
- April to May 2010** If not already completed, create the project description and the person specification  
Project will be advertised online  
Graduates apply  
Short-listing and recruitment process are completed
- May to July 2010** Graduates commence placements

**If you are interested, please contact:**

**[graduate.internships@sussex.ac.uk](mailto:graduate.internships@sussex.ac.uk)**

**01273 877800**