



Employment Zone

SPINternal Internships

www.swansea.ac.uk/employmentzone

employmentzone@swansea.ac.uk

@swanuniez

The **Swansea Paid Internship Network** offers support and funding to colleges and departments that wish to offer internships to our own students and recent graduates at Swansea University.

Internal SPINs are paid opportunities up to 140hrs.

We're also offering internal WoWs that are unpaid opportunities up to 70hrs.

Get our talented students involved with your work and research. They're in the perfect place to advise on student experience or offer a unique perspective on your work.

Access funding to ensure your intern is paid and motivated.

The SPIN and WoW processes are there to help you navigate your responsibilities as an employee of Swansea University. Any work a student or recent graduate is undertaking must be declared through HR, even if this is casual or unpaid. Due to Swansea University's position as a Tier 4 visa sponsor, it is imperative that eligibility to work checks are completed by HR before any work commences.

Want an intern? Start here:



1. Secure funding – Interns are paid £1,276.80 for 140hrs work (pay point 6 / grade 3). Our funding covers half of this amount, however to apply for this funding we expect your college or department to cover the other half (£638.40).



2. Apply for an internship – Tell us what your student will be doing and apply for grants to help cover the cost at <https://www.surveymonkey.co.uk/r/9SRS6YT>
APPLY EARLY AS EVERY YEAR WE FULLY ALLOCATE OUR FUNDING.



3. Post an advert – Visit www.swansea.ac.uk/employmentzone where you can register and post vacancies. If you already have a student in mind, skip to step 5.



4. Approval – We approve all relevant adverts as soon as possible, and will notify you via email once your advert is live.



5. Pick a candidate – follow your normal selection process to select the best candidate. Just let us know if you need any help with interviews or selection.



6. Contact your department's HR Business Partner who will arrange for an eligibility to work check, payment for the student, and all other HR functions.

7. Return our Internship Pack and New Supplier Form – Complete and sign the Internship Pack with your intern and return it via email to employmentzone@swansea.ac.uk



8. Student starts work – Remember that Swansea University is the employer of the intern, responsible for pay, tax, insurance, health and safety, etc. You will be the intern's line manager.



9. Complete and return an internal recharge form, which you'll be sent with the Internship Pack.



10. Make the most of your intern – Provide them with regular feedback. Review your business and student learning outcomes together. Let us know if there's any way we can help. Send us some pictures for social media and tell us how it's going!



11. Give us some feedback – After the internship we'll send you a link to a feedback form. Our service is only as good as the employer feedback we receive so please take the time to send us your thoughts.



12. Only the start – We hope your intern has been an asset to your organisation and now you've invested in their development don't forget there is nothing to stop you offering them further employment or work opportunities.

