

UNIVERSITY OF BRISTOL Q-STEP INTERNSHIP SCHEME 2018/19: GUIDANCE DOCUMENT FOR POTENTIAL HOST ORGANISATIONS

Background

The University of Bristol Q-Step Internship Scheme, in response to the current quantitative skills shortage within the social sciences and humanities, is part of a national initiative designed to promote a step-change in quantitative social science training in the UK. The scheme provides funding for organisations to take University of Bristol undergraduate students for internships with a focus on applying and developing their quantitative skills in the workplace. While these internships are not intended for advanced levels of statistical analysis, they should include the collecting, analysing, presenting and/or applying of real-world quantitative data. The scheme is run by the Professional Liaison Network (PLN) in the Faculty of Social Sciences and Law, University of Bristol.

1: Organisation joins the scheme

Organisations apply to join the Q-Step Internship scheme by completing an application form, requiring details of the proposed internship and desired applicant skills/experience. The PLN then verifies whether the internship is eligible. More than one internship can be funded per project (if you are considering multiple projects please contact us).

While an organisation may choose to highlight the internship to students from particular undergraduate programmes, we encourage organisations to consider applications those from each eligible programme: **Childhood Studies, Criminology, Education Studies, Geography, Politics, Psychology of Education, Sociology and Social Policy.**



2: Internship is advertised

The PLN advertises the opportunity to eligible students. Applicants complete and submit an application form to the PLN. After the agreed application deadline, the PLN forwards the eligible forms to the organisation for review. The organisation then shortlists candidates for interview.



3: Intern is selected

Selection interviews are conducted face-to-face or remotely (i.e. by telephone or Skype). Organisations typically invite shortlisted candidates to interview at their premises (and also contact unsuccessful candidates). However, on request, the PLN can support organisations to host interviews at the University. This may be preferable for non-Bristol-based organisations or those who do not have access to a suitable venue.

While organisations typically conduct the recruitment process independently, the PLN is open to discussing further support; including contacting students and related tasks.



4: PLN drafts internship agreement

The organisation agrees a start and end date with the intern, issuing a formal offer of employment according to its standard HR procedures. The organisation is also required to share these agreed internship dates with the PLN. The PLN then draws up a 3-way agreement for the internship (University-organisation-intern) and coordinates all parties to sign it.



5: The PLN issues the Q-Step bursary

Shortly after the internship has commenced, the PLN sends the organisation a form for completion. This form asks for details of the bank account to which the Q-Step bursary should be transferred. Receipt of the completed form triggers the payment process (which typically takes 3-4 weeks). The intern is paid by the organisation through its own payroll or equivalent system (please contact us if you do not have access to such systems).



6: PLN checks progress

Approximately halfway through the internship, the PLN contacts both the organisation and the intern to check that everything is going well. However, any issues or concerns can be reported to the PLN at any stage of the internship.



7: Feedback from the organisation and the intern

At the end of the internship, the PLN asks the organisation to complete a short feedback form. The intern is asked to complete an equivalent feedback form. The intern is also asked to submit a short internship report, designed to help them reflect on their internship experience.

We hope that this is the start, or the continuation, of a longer-term partnership between your organisation, the PLN and the Faculty. This may include further internships and other forms of engagement. For example, the PLN also runs a series of initiatives; including mentoring, talks and placements (voluntary academic unit).

Notes

Timing and duration

There are two types of internship:

1. Part-time internships during University term-time (typically Bristol-based)
2. Full- or part-time internships to take place during the summer vacation (either Bristol-based or elsewhere)
 - Whether full- or part-time, internships are 140 hours in duration
 - Students can work a maximum of 15 hours per week during term-time, or 35 hours per week in holidays
 - The working pattern is agreed between the organisation and the intern directly

Please note, the vacation and assessment periods listed below are likely to affect an intern's availability. We advise discussing these dates with the intern when agreeing their work pattern.

Christmas vacation	Monday 24 th December 2018 to Friday 11 th January 2019
January assessment period	Monday 14 th January 2019 to Friday 25 th January 2019
Easter vacation	Monday 8 th April 2019 to Friday 26 th April 2019
Summer assessment period	Monday 20 th May 2019 to Friday 7 th June 2019
Summer vacation	Monday 17 th June 2019 to Friday 20 th September 2019

Extension

An organisation, with the intern's consent, may apply to the PLN for an internship extension of 70 hours (making the total internship 210 hours). This request should be made sometime after 70 hours of the internship has already been completed, accompanied by a short explanation as to the benefit for both the student and the organisation.

Bursary

The PLN provides £900 (inclusive of VAT) towards the cost of each internship. The intern is required to be paid at least the National Living Wage of £7.83ph (organisations are welcome to pay a higher amount). As a 140-hour internship at £7.83ph is approximately £1096, the host organisation needs to fund the remaining £196.

Very small organisations, for whom funding the wage top-up would be a barrier to participation in the scheme, **may apply to the Professional Liaison Network to cover the complete costs of the internship (£1096)**. If your organisation would like to apply, then please note this in the email that accompanies your application.

The University's contribution will be paid to the organisation, in full, by bank transfer once the internship has commenced (which typically takes 3-4 weeks). If for any reason the internship ends before 140 hours are complete, the organisation must refund the University – details of the calculation are in the internship agreement.

The organisation will pay the intern through its usual payroll system and it will be subject to the appropriate deductions of income tax and National Insurance contributions.

The intern will accumulate a paid holiday allowance, equivalent to 12.07% of the internship period (around 17 hours). This is also inclusive of Bank Holidays. The holiday allowance is an integral part of the internship and must be taken by the intern within the internship period.

Support

We are likely to be in contact throughout the process, but if at any stage you require help or clarification, please contact **Huw Andrews, Q-Step Network Coordinator**, in the Professional Liaison Network, Faculty of Social Sciences and Law, University of Bristol – email: fssl-pln@bristol.ac.uk; telephone: 0117 33 10767