



UCL Careers Extra Summer Internship Scheme 2023-24

Following the successful launch of the UCL Careers Extra Summer Internships Scheme in 2022-23 we are pleased to announce that the scheme will be running again in 2023-24. Thanks to a generous donation from one of our alumni we are providing funding opportunities for up to two UCL Careers Extra student interns to work with your organisation during Summer 2024 (between 10 June and 20 September).

UCL Careers Extra students are all UK undergraduates from under-represented groups so hosting a Careers Extra intern can support the diversity goals of your organisation. [You can find out more about Careers Extra here.](#)

How will I benefit as an employer?

- You are provided with funding to host up to two UCL Careers Extra student interns.
- Each student will work with you for 140 hours (four weeks full time at a maximum of 35 hours per week or part-time work over a longer duration) on a project or projects designed both to be of value to your organisation and to enhance the student's skills.
- Your intern can support you with a project or business development initiative that will move your organisation forward.
- Your intern will provide you with fresh perspectives and bring new talent to your organisation.
- Hosting a UCL Careers Extra student can support the diversity goals of your organisation.

Eligibility:

To participate in this scheme your organisation must be:

- **Registered and based in the UK**
Your organisation must be registered and/or trading in the UK to be eligible for the scheme.
- **Either a Charity/Social Enterprise (CIC) or SME**
We define SMEs as having 250 or fewer employees and an annual turnover below \$50 million.
- **Able to provide the intern with a desk or space at which to work.**
We consider that an in-person internship is most beneficial to students but the work project(s) can be partially virtual.
- **Able to provide support and supervision to an intern**
Students will bring many skills but the internship scheme is designed also to support them in acquiring or enhancing additional skills that will be valuable for their careers. It is therefore required that interns are allocated support and regular supervision to maximise their learning.
- **Offering an internship exclusively to a UCL student who is not:**
 - A current/previous paid employee/intern

- A shareholder of the business
- A relative to the owner(s)/director(s)

Funding

- **Payment to Intern**

The interns on this scheme must be paid the London Living Wage (£13.15 per hour) **via your payroll**. Companies will then invoice UCL for the funding amount once the internship is completed. UCL will fund the full cost for charities and social enterprises (CIC) of 140 hours' pay at LLW and will fund 50% for SMEs.

Places on this scheme are limited and in assessing proposals we will look for internships which offer students a range of learning opportunities with clear support and supervision.

We are looking for a variety of internships and will be prioritising proposals which cover the range of skills students have identified as important to them. These include:

- Analysing data/statistical analysis.
- Writing up reports.
- Working to a brief.
- Technical skills – excel and coding.
- Presenting/public speaking.
- Working with/for clients.
- Dealing with financial documents/processes/concepts.

Students are keen to undertake hands-on projects which involve interacting with a range of employees at different levels and/or departments within the organisation.

We also aim to offer students internships in a variety of sectors, which will be taken into account when selecting internships for inclusion in the scheme.

Important Dates

8th Jan – 5th Feb 2024	Applications to be submitted to UCL Careers You must submit your fully completed application by 5pm Monday 5th February
8th Jan – 5th February	Opportunity for discussions with Careers Extra team about the scheme before submitting it.
16th February	You will be notified whether your organisation has been selected for inclusion by this date.
19th February – 10th March	UCL Careers will promote your opportunity to Careers Extra Students and recent alumni.
19th February – 10th March	Bank details and other required documents to be submitted to UCL Careers

21st March	We will provide you with a shortlist of suitable candidates by this date.
21st March – 22nd April	<p>You must conduct interviews, select candidates and inform UCL Careers of your chosen intern(s) by 5pm Monday 22nd April.</p> <p>You are expected to interview all shortlisted candidates and must inform them all of the outcome of their interviews by this date.</p> <p>If you do not inform UCL Careers by this date, UCL Careers reserve the right to withdraw your funding and allocate this to another organisation.</p> <p><i>UCL candidates can apply for up to 2 roles on this scheme, therefore candidates may receive offers from other participating organisations within the same timeframe. Therefore, we suggest that you interview as soon as you can in case you need to hold second interviews / to have a second-choice candidate in mind.</i></p>
10th June	First date that students can start their internships.
August/September 2024	<p>UCL Careers will request feedback from your organisation and will ask you to hold a debrief discussion with your intern(s) on or close to the final day of their internship(s).</p> <p>UCL Careers will also ask you to provide your intern(s) with time on or close to the final day of their internship to meet online with a member of the Careers Extra team to reflect on their learning.</p>
20th September 2024	All internships must be completed by this date.

Get involved

To receive more details about participating in this scheme, please email careers.extra@ucl.ac.uk to request a proposal form and accompanying paperwork.