

## New Graduate Internships

### Offer to Businesses

University College Falmouth is launching its Graduate Internship scheme in response to a successful bid to the Higher Education Funding Council for England. The University College will be working with businesses in Cornwall to place skilled graduates for a minimum of 6 weeks. Businesses will benefit from up to £1350 for salary costs and mentoring expenses. This scheme is offering 20 paid internships within the following sectors:

- low-carbon products and services (4)
- digital industries (10)
- Small Businesses (6)

These positions will be developed specifically as graduate-level internships where the graduate is given the opportunity to apply a range of skills, assume real responsibilities, make an impact and progress quickly into a successful professional.

Adrian Bossey, Director of Enterprise states: "We are very pleased to be able to help graduates to get their foot into the work-place door at this difficult time for the UK economy, and hope that a good proportion of the internships that we support will turn into full time jobs for those concerned". These internships will be supported by staff from University College Falmouth and Unlocking Cornish Potential to help graduates find future employment and businesses develop new work.



### Internship Details Summarized:

- Minimum 6 week internship (no maximum duration)
- Graduate pay will be £250.00 (minimum) per 37 hour working week.
- **Total** supplement by the business for the 6 week internship will be £300.00 plus Employer NI.
- Businesses will benefit from receiving £1350 towards salary and mentoring costs
- UCF will pay half of the salary costs at the start of internship, final payment on completion of 6 weeks
- Free Recruitment and short listing of candidates

- UCF will advertise the position free of charge
- Will collate and send a selected application/CV shortlist to the business
- The business will hold interviews to make the final selection
- UCF will be using [www.gradsouthwest.com](http://www.gradsouthwest.com) and Unlocking Cornish Potential to help advertise internship positions and recruit graduates
- The UCF Placement Team are organizing a Speed Matching Event for the 10th March, facilitating an informal meet and discussion forum for both businesses and graduates

We welcome all enquiries concerning University College Falmouth's Graduate Internship scheme. For details please contact Zoe Mogridge, Placement Co-ordinator:

[placementteam@falmouth.ac.uk](mailto:placementteam@falmouth.ac.uk) or telephone: 01326 254200

### **What is the Falmouth Graduate Internship Programme?**

The aims of the internships are to provide graduates with the opportunity to experience the excellent graduate level positions on offer throughout Cornwall, to enable them to progress their careers locally. By appointing an intern, businesses and organisations will gain help from a talented graduate for a short term internship to focus on a particular project or to take on specific responsibilities. This is also an ideal opportunity to try out the potential of a graduate in consideration of any longer term career opportunities within the business; almost like an extended interview without future commitment. Please note that funding through the Graduate Internship scheme is limited and therefore will be awarded to employers on a 'first come first served' basis. To be eligible for this funding, the interns must have started their contract by the end of March 2010. In certain circumstances a ready-made match may exist between the business and graduate, this will be excepted on a case by case basis.

### **What are the benefits for me/my organisation?**

Through the Graduate Internship scheme, University College Falmouth will help you to recruit the ideal graduate by providing a dedicated recruitment service which is available FREE of charge. In addition, the University College will transfer £1200 to your organisation in 2 halves as a contribution towards the salary of each intern appointed for a minimum contact of 6 weeks. Through interns, employers will benefit from the latest up-to-date knowledge along with an injection of new ideas and skills to the workforce.

### **How much will it cost?**

The recruitment service for the Graduate Internship scheme is free and employers will be able to receive up to £1350 towards the salary and mentoring of each graduate, however you will be expected to meet the additional salary costs to cover the minimum 6 week period or beyond if appropriate.

### **University College Falmouth: Graduate Internship Scheme for Graduates**

- Minimum of a 6 week paid internship in Cornwall or Devon. £250.00 per 37 hour working week
- Being offered to all recent graduates who currently either unemployed or under-employed
- Simple application form with accompanying CV
- 2 day induction and project management training delivered by Unlocking Cornish Potential
- Workshops covering CV clinics and interview techniques delivered by the Careers Advisory Service
- Interim and exit interviews with Unlocking Cornish Potential or the Placement Co-ordinator from University College Falmouth
- Exit Careers Interview with Careers Advisory Service, enabling the graduate to capitalize the benefits from the internship
- End of internship presentation day where invited guests will listen to graduates' experiences of their internships

### **What is a graduate internship?**

University College Falmouth has launched the Graduate Internship scheme response to winning funding from the Higher Education Funding Council for England to generate local jobs for graduates through internships. By working closely with employers across Cornwall, this scheme will create short-term paid internships for graduates of any UK university or further education college who graduated during 2008 or 2009. These positions will be developed specifically as graduate-level internships where the graduate is given the opportunity to apply a range of skills, assume real responsibilities, make an impact and progress quickly into a successful professional. These positions will be developed specifically as graduate-level internships for a minimum of 6 weeks with an expected salary for the graduate of £250 per week (minimum).

Internships will be available across all types of businesses and organisations, focused on the following range of sectors/themes:

- low carbon
- digital industry
- Small to Medium size Enterprises

The aim of the internships is to provide graduates with the opportunity to experience the excellent graduate level positions on offer Cornwall, to enable them to progress their graduate careers locally over the next few years. It also gives graduates a flexible alternative to traditional graduate schemes, which can last two years or more. Key benefits for graduates recruited as interns through this scheme include:

- earning a salary of £250 (minimum) per week
- securing a minimum 6 week internship with a local business or organisation
- opportunity to gain a taster of industry
- a 'foot in the door' to potential future opportunities
- a chance to apply their degree to the real world

In addition, interns will be able to access a package of further development opportunities from University College Falmouth and Unlocking Cornish Potential.

### **How does it work?**

All of our internship vacancies are advertised at [www.gradsouthwest.com](http://www.gradsouthwest.com). To apply please download an application form from <http://www.falmouth.ac.uk/682/business-services-26.html> click on 'Graduate Internships'. Please submit your completed application form along with an up-to-date CV outlining why you consider yourself suitable for the position to [placementteam@falmouth.ac.uk](mailto:placementteam@falmouth.ac.uk). In certain circumstances a ready-made match may exist between the business and graduate, this will be excepted on a case by case basis.

### **How much will it cost?**

There is no cost for graduates to register with us or be considered for vacancies.

### **Am I eligible?**

If you graduated from a UK university or further education college with a degree in 2008 or 2009 and are based locally, then you are eligible to participate in the programme.