

### **Funding Agreement & Organisation Guide – Santander Employability Funding/Gradvantage**

Thank you so much for participating in this year's graduate placement programme and congratulations on hiring a graduate to work on project.

Graduates of 2021 have been hugely affected by the Covid-19 outbreak. Not only have they lost all the advantages of on-campus teaching and support, they are also going into a highly volatile employment market. This maybe their first commercial work opportunity which they are having to undertake remotely.

Below are some points and information to help you support your intern during their employment.

#### **Prior to the Placement:**

We will share the intern's details with you ahead of the start date to allow you to reach out to them. It would be good to touch base with them before they start to ensure;

- Ensure they are set up to work remotely
- Advise on any software they will need to download for working remotely e.g. Zoom or Teams
- To let them know of any reading, research, work they will need to do prior to the role starting
- Introduce yourself and discuss their first day
- Working hours should be no more than 35 hours per week and start/end times should be agreed with the intern on starting

#### **During the Placement:**

- Set working expectations with the intern when they start
- It would be beneficial to give them an overview of the culture especially if it is not likely they will be physically in the office with the rest of the team
- Introduce the intern to key contacts within the business
- Where possible involving them in video meetings even if they are just observing
- Ensure they have a mentor and or line manager that they can reach out to with questions or issues
- Remember they are new to the world of work, things might take them longer to complete tasks and might err in the side of caution

#### **Remote Working**

As mentioned previously your job is daunting enough, let alone having to meet your colleagues for the first time remotely and having to work alone at your home. Therefore, here is a few things to bear in mind to ensure your candidate thrives working remotely

- Are they set up on all the right software and video chat platforms, do they need help navigating them?
- Introducing them to colleagues via video chat so they feel like they have a support network

- Ensure you do a health & safety/home working risk assessment with them to ensure they work from home safely and comfortably
- By now your company will know doubt developed a work from home culture e.g. virtual tea, breaks, calls when video should be on/doesn't need to be on etc. Make sure your candidate knows about these
- Ensure they know how and when they can contact you with a question
- Bear in mind if they are relying on their own laptop/wifi so they could encounter technical issues or things might take them slightly longer due to this

### **Paying the Intern**

- The intern will be employed and paid by City University's in-house temporary recruitment function, Unitemps. The graduate's salary will be fully funded by the University (up to 4 weeks).
- The pay rate for each placement will be £12.16 per hour and their hours will be managed by an online timesheet system
- Please note your organisation will responsible for monitoring and approving their hours on a weekly basis via timesheet by accessing the Unitemps platform
- The maximum hours of work per week is 35 hours per week
- The funding covers a 4-week work placement
- You can decide to hire the graduate once the placement is over or extend the placement. In this instance the host business can either employ & pay the graduate directly or they can continue to be employed through Unitemps. If the latter, the host business will be charged for the worker's salary plus an additional small recruitment charge. [See more information about Unitemps.](#)

### **Additional Costs**

- The host business must agree to cover any potential National Insurance contributions. These costs, if any, will be billed to the business in accordance with the University's payment terms. The approximate cost will be around £235.
- We will notify at the end of the 4 weeks if any NI payments are due and if so will bill your organisation accordingly

### **Health and Safety & Insurances:**

- Please ensure your liability insurances covers interns working remotely and/or office based
- Please ensure the intern receives a full health and safety induction when they start and knows how to access information on health and safety when working remotely
- If office work is required please ensure all Covid government guidelines are in place within your organisation and the intern is briefed on these
- If the intern has Covid-19 symptoms please encourage them not to work and report to NHS 111

### **Compliance and Right to Work Checks:**

- Unitemps will complete a right to work check with the intern before they commence the work placement
- Please ensure the intern does not exceed 35 hours per week and takes 1 hour for lunch each day

### **Santander Employability Funding:**

- Please note the Santander Universities [Terms and Conditions](#) taking particular note at the **Data Protection Statement Section**.
- Be aware your company data will be shared accordance to their data sharing policy. Any queries around this please contact [lydia.hughes@City.ac.uk](mailto:lydia.hughes@City.ac.uk).
- You may be asked by City, University of London to produce a testimonial for marketing purposes, we appreciate participation with this.
- Please ensure you read, sign and return this funding agreement.

### **Support**

During the internship you can contact City, University at any time. Your key contact is Lydia Hughes – [Lydia.hughes@city.ac.uk](mailto:Lydia.hughes@city.ac.uk)/077384836104.

*I confirm I have read the information on this document and will adhere to the guidelines and funding agreement set out.*

**Name:**

**Sign:**

**Date:**

