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| Z:\Marketing\WoWCC\Logos NEW\ljmu-logo-colour-rgb.jpg | **Employer Engagement Team****World of Work Careers Centre****1st Floor Kingsway House, Hatton Garden** **Liverpool L3 2AJ****T:** 0151 231 8099**E:** internships@ljmu.ac.uk |

***LJMU Career Accelerator Funded Internship Programme 2016/17***

Liverpool John Moores University is supporting Second and Final Year LJMU interns and LJMU Graduate interns to gain realistic world of work experience in a working environment by funding a 20 day internships. The interns will be paid a living wage by the University for the duration of the internship. The aim is to give the interns an experience of the world of work and a reference.

If you wish to apply to host an internship please read the timeline, terms and conditions then complete the form below and return to internships@ljmu.ac.uk

**Timeline Process**

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| As soon as possible **This is first come first served basis.**  | 1. Submission of Project Risk Assessment form and a copy of your Employer Liability insurance certificate.
2. LJMU will then review the opportunity.
3. Once accepted, the opportunity will be posted by the Employer Engagement Team on the free vacancy website ‘My Jobs and Placements’
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| Interviews  | 1. Applications will be received by the Employer Engagement Team and forwarded to organisations
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| 1. Selection and Interviews should be undertaken as soon as possible
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| Interns will attend an LJMU induction day before the internship commences and a review day following the internship.  |

**If you wish to proceed, please do not be put off by the length of the attached document. The University has to ensure the interns are safe and undertaking worthwhile activities. Please complete the areas marked in yellow, sign and return to LJMU internships@ljmu.ac.uk**

**This Individual Internship Learning Agreement provides confirmation of the arrangements for individual internships, including internship aims, intended learning outcomes and health and safety arrangements.**

This agreement outlines the responsibilities of the University and the Internship host in respect of the internship experience. The University is committed to working with employers to ensure that Internships offered meet the needs of interns, employers and society in general. The University seeks to maximise the opportunities its interns and graduates have to develop practical experience in professional settings and to learn through internships.

The University and the internship host agrees to work together and share information to ensure that LJMU interns have the best possible opportunity of being successful in their internship. In particular, they will endeavour to support the intern in meeting the intended outcomes.

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| **Tutor Details:** |
| 1. LJMU tutor’s name:
 | 1. The Employer Engagement Team, Tricia Leonard
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| 1. Workplace address:
 | 1. World of Work Careers Centre, 1st Floor, Kingsway House, Hatton Garden, Liverpool, L2 3AJ
 |
| 1. Work telephone no:
 | 1. 0151 231 8751
 | Email: | internships@ljmu.ac.uk |

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| **Section 1: Internship details To be completed by the host organisation** |
| **Internship Host:**  |
| Supervisor’s name  |  |
| Job role: |  |
| Company name: |  |
| Company address: |  |
| Address where intern is based on internship (if different from above): |  |
| Supervisor’s email: |  |
| Work telephone no: |  | Mobile no: |  |
| Sector: (Please tick)  | PublicCharitySocial EntPrivate | Number of employees: (Please tick) | 1-1011-5051-250>250 |
| Are you a Science, Technology Engineers or Maths based organisation Yes/No  |
| Do you have any LJMU Alumni within your organisation? |
| **What type of internship do you want to host?****Dates and duration of the internship:** **Please tick the appropriate box** **1 One day per week for 20 days**  **(commencing on the 1st of each month until March 13th 2017)** **2 A block of 20 days commencing after 22nd May 2017** **3 A graduate Internship between January 10th – 2nd Feb**  |
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| **Section 2: Project outcomes**  |
| Please provide details of the intended Learning Outcomes to be met by the intern through the internship. |
| **Internship project outline To be completed by the host organisation****Please include a role title as this can be included when we advertise the vacancy****Role title:****Duties:** |
| **Subject skills/knowledge To be completed by the host organisation**Please list the skills and knowledge required by the intern to complete this internship:**Applications accepted from the following degrees:** |
| **Professional/personal skills To be completed by the host organisation**Please list the personal qualities required by the intern to complete this internship:  |
| **Further details/comments To be completed by the host organisation**Please include here any further information relevant to this internship e.g. specific resources to be made available to the intern, any further training requirements that they will undertake during the internship etc. |
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| **Health and Safety Arrangements: To be completed by the host organisation** |
| We confirm that the company/organisation has Public Liability Insurance. | **Yes/No** |
| We confirm the company/organisation has Employer’s Liability Insurance.  *If No, please state the reason why* | **Yes.** A copy of the certificate of insurance is attached **No** |
| We confirm that we will provide liability and other insurance cover for the activities of the intern(s) with regard to the intern(s) and to others who could be affected by the intern(s) actions or inactions.*Please state the limit of indemnity:* |
| We confirm that we will provide a Health and Safety Adviser or a contact for Health and Safety.*Please give their name and contact details (if different from above):* |
| We confirm that we will nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the intern, including instruction regarding hazard and health and safety precautions and facilitate access to the intern for visits by any visiting tutor.*Please give their name and contact details (if different from above):* |
| * We confirm that we will plan the work or study programme and associated health and safety training to be undertaken by the intern(s)
* We confirm that we will provide the intern(s) with a full and clear induction to the organisation and its working practices, including:- relevant risk assessments and health and safety arrangements- fire precautions and emergency evacuation arrangements- how to report accidents, incidents and unsafe conditions- first aid arrangements
* We confirm that we will:- comply with health and safety legislation- resolve health and safety issues with the intern(s) promptly
* We confirm that in cases of accidents and incidents involving a intern or breaches of discipline by a intern, we will advise and consult the University Internship Coordinator immediately.
* We confirm that we will obtain from the intern(s), if not included provided above, details of how they can be contacted and also next of kin contact details, should there be an emergency.
* We confirm that we will ensure that interns receive adequate support, guidance and all round experience, to enable them to achieve the intended learning outcomes as specified within the Individual Internship learning agreements.
* We confirm that we will provide appropriate support and guidance to meet any Additional Support Needs.
* We confirm that we will provide the University with feedback about the progress of the internship when requested, including any feedback required by professional validating bodies.
* The Internship Host and the University agree that an internship agreement may be terminated by the University on the grounds of misconduct or other serious breaches by a intern, provided that the University is satisfied that the relationship between the internship host and the intern has broken down to an unworkable level. This does not affect the general right of the internship host to temporarily suspend an internship on reasonable grounds (including, but not limited to unforeseen events, accidents or incidents involving a intern or misconduct by a intern). Any suspension must be reported to the University within 24 hours.
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| Internship host (please print name if typing) Signature:Print Name Job Title: Date: |

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| **Intern’s contact details** |
| Intern contact details and next of kin will be confirmed by email once the intern has been recruited.  |

**Terms and Conditions*** Internship projects will only be accepted at LJMU’s discretion
* Internship hosts must have Public Liability Insurance and Employer’s Liability Insurance
* The internship host must have a workplace environment to host the internship. The purpose of the internship is to provide the interns with a workplace experience.
* Internship hosts must agree to complete risk assessment lower down in this form and abide by LJMU Work Internship and Equal Opportunities policies
* Internship hosts must agree to provide a project or piece of work of an appropriate level with measurable outcomes
* Internship hosts should provide feedback to all applicants and a reference at the end of the internship to the successful candidate
* Projects that require a DBS check will not be accepted as they cannot be obtained in the timescale available
* The payment by LJMU may be supplemented by the organisation, however if you choose to do this you should pay the intern directly
* An organisation can extend the internship at their own expense
* The internship projects will be accepted on a ‘first come first served’ basis, however if the project does not attract applicants LJMU has the right to remove it from the programme
* Multiple or non-standard 20 day internships will only be accepted at LJMU’s discretion
* This is a learning experience and therefore all interviewees should be given feedback on their performance
* The University’s commitments to this programme can be found at the end of this document
* Internships cannot commence without LJMU permission

**For your information the University will:** * Confirm to you, the Internship Learning Host, prior to it starting, formal approval for the Internship/visit/work shadowing to take place
* Provide the intern(s) with an induction/briefing, covering the importance of the Internship in relation to their course of study and the expectations/responsibilities of the intern(s) whilst on internship
* Identify and share the contact details of a University Internship Coordinator for any enquiries related to the internship. This is to include the reporting of any health and safety concerns
* Where appropriate, provide appropriate support to meet any Additional Support Need
* Carry out a pre-internship risk assessment in accordance with the health and safety guidance offered by UCEA (Universities and Colleges Employers Association)
* Provide information to the intern(s) on general health and safety, offering additional information in regards to any issues or concerns raised by the risk assessment of their internship and how to report any concerns about health and safety while on the internship
* Encourage the intern(s) to seek out further information and consider the risks associated with the Internship Host as well as the environment in which they will live and socialise
* Agree a contingency plan with the intern(s). This will include details of how they can be contacted and also next of kin contact details, should there be an emergency
* Obtain feedback on the internship from the intern(s)
* LJMU reserves the right not to advertise opportunities it considers unsuitable for this internship. Information relating to the types of projects that can be advertised may be found on the LJMU vacancy website[***http://employer.ljmu.prospects.ac.uk/***](http://employer.ljmu.prospects.ac.uk/)

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