

**NEW!**

# Self-sourced, funded Internships



**HEYTHROP  
COLLEGE**

Philosophy & Theology  
UNIVERSITY OF LONDON

IN COLLABORATION WITH



**HEYTHROP  
STUDENTS'  
UNION**



# NEW INTERNSHIP SCHEME

This new programme is designed to allow you to seek an internship in a sector of your choice. It is funded by Heythrop College for 2-4 weeks at the London Living Wage rate of pay (currently £9.40 an hour).

**Please note this scheme runs in addition to the current Internships scheme with the University of London - please see the separate booklet.**

## HOW TO APPLY FOR COLLEGE FUNDING FOR THE PLACEMENT

1. Get your CV up to date – see one of the Careers Consultants if you need help. You can book an appointment via HELIOS (go to: Home / Information & Services / Students & Staff / Student - Careers 15/16)
2. Find your placement which must have a defined project, identified skills you will develop and be designed for you to gain experience in a possible career area. Identify your placement dates, role and project and complete the Internship Application Form.

[www.heythrop.ac.uk/student-experience-commitment/employability](http://www.heythrop.ac.uk/student-experience-commitment/employability)

3. Make an appointment with one of the Careers Consultants, (careers@heythrop.ac.uk) or Kim Burke (k.burke@heythrop.ac.uk) to discuss the internship.

4. A Careers Consultant or Kim will contact the employer to verify the quality of the placement. The placement needs to be formally agreed in order to attract College funding for your salary. This will be confirmed via email from Kim Burke.

5. When the placement is confirmed your details will be sent to the University of London who will manage your pay, ask for your bank details, check your right to work, check employer insurance, health & safety, and arrange contracts. You will need to go to Senate House to provide ID and sign the contract.

6. A mandatory part of this College paid internship is to keep a placement diary, with final reflective report, to Kim Burke at the end of your placement (k.burke@heythrop.ac.uk)

## HOW WILL I BE PAID?

You will be paid for the hours you work, up to 35 hours a week for up to 4 weeks. You will be paid weekly by the University of London. Your salary will be put into your bank account.

## WILL EVERY APPLICATION BE SUCCESSFUL?

In order for your application to be successful it will need to be with an employer who can offer you a real opportunity for skill development and a specific project.

There is a finite pot of money and, in the case of more applications than available funding, priority will be given to placements in the third sector e.g. charities.

## WHEN CAN I UNDERTAKE THE INTERNSHIP?

It is expected that students will complete the internship during the summer vacation.

## BENEFITS OF INTERNSHIPS

- Practical graduate level work experience
- Enhance your CV
- Advice and support available throughout the placement
- Potential for permanent job

## WHAT PAST INTERNS SAY

*“Even for someone with experience, getting a foot in the door can be quite difficult and internships are a perfect way to do that.”*

*“Immediately I was accepted into the team and treated as such. I was given a lot of responsibility and was expected to deliver. Most importantly, I was given a really good support structure that meant delivering on my objectives was a whole lot easier.”*

*“The projects I eventually started working on weren’t too different to what I had hoped to be doing and the team I was working with were very helpful.”*

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 [www.heythrop.ac.uk/careers](http://www.heythrop.ac.uk/careers)

 [careers@heythrop.ac.uk](mailto:careers@heythrop.ac.uk)

 020 7795 4137



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