

UoL Talent – Part Funded Internship Programme 2023-2024

The university have a part funding scheme in operation to support business and organisations to recruit a University of Lincoln student or graduate. The funding is limited so please contact us to check availability.

Company eligibility

- Available to any company of any size and sector
- Must have a company registration number
- Must have a company website
- Must have a company registered email address
- Must complete the expression of interest form to comply with eligibility checks

***PLEASE NOTE:** The Careers & Employability Service reserve the right to refuse a company for the programme sometimes without justification.

Candidate eligibility

- The candidate must be a current student or recent graduate (completed their course within 2 years) from the University of Lincoln
- Candidates are only eligible for 1 funded role per programme per year. Potential candidates must be checked with the team before a position is offered.
- Must consider applications from widening participation students/graduates

Role criteria

- Minimum of 120 hours duration (Please note: this funding is aimed at businesses match funding to provide a significant internship experience for the candidate therefore in excess of the minimum hours is recommended)
- Part time or full time – max of 35 hours per week

Salary Payments

- The intern must be paid the wage of £10.42 per hour

Funding Provided

- A one-off payment of £1000 funding provided to the company
- Only 1 funding allocation per business

***PLEASE NOTE:** Due to the high volume of interest in the funding scheme, availability and allocation of the funding is not confirmed or provided until the completion and exchange of the relevant internship agreement

Process breakdown

- The company must complete the expression of interest form at the outset to establish if they are eligible (even if funding has been provided previously): <https://lincoln.onlinesurveys.ac.uk/uol-talent-internship-funding>
- The company produces a job advert and sends to the careers team and the role is advertised via our online platform CareerLinc.
- Candidates apply directly to the company and any potential suitable candidates must be checked with the Careers team before interview or being offered position. Candidates are only eligible for 1 funded role per programme per year and it may jeopardise funding if not checked prior to commencement.
- Once an intern is selected the employer establishes their own employment terms and conditions with the intern, including a right to work check, relevant employment contract and setting up payment for the role.
- A funding agreement is sent to the company to be completed and a new supplier form is required if the company are not registered on the University of Lincoln finance system already.

- During the internship a member of the Careers & Employability team will contact the company and the intern to check on progress.
- At the end of the internship, the company and intern complete relevant feedback forms.

FAQ's

How do I advertise my role?

Please send the advert to the team and we can then upload to our online vacancy system which all students and recent graduates have access. Please contact the team initially to discuss your requirements to ensure we advertise the role in the best way possible for you.

Can I advertise a permanent position?

Yes, as long as the role meets the minimum duration you can advertise a permanent role through the scheme.

I have more than one position; can I receive more than one funding allocation?

It is a maximum of 1 funding allocation per business per programme, depending on funding availability, reviewed on a case-by-case basis and subject to change at any point throughout the year. Funding is limited, please contact to discuss your requirements.

If I take the intern on a permanent basis, can I receive more funding?

No, you can only receive one funding allocation for that specific intern in that specific role.

How do I check a candidate is eligible?

Once you receive applications and decide on a candidate, please inform the team with the name of the candidate to check their student status - this check is not an eligible to work check which you as the employer must carry out alongside all employment checks with the candidate. This must be done in advance of offering the position as candidates can only have 1 funded role.

Once I have chosen an intern is there a lot of paperwork to complete?

There are only a few steps in the process. You complete a short agreement, and you may then be required to complete a new supplier form to register on our Finance system.

What if the candidate has a Masters qualification?

As long as they also have an undergraduate degree qualification from the University of Lincoln in the past 2 years or if they are a current Master student that is acceptable – please check candidates with the team before offering a position. If they have a degree from another university and only a postgraduate qualification from Lincoln University, they are not eligible for the scheme.

Does the graduate receive the funding?

No, the money will be paid to you as the company/employer to then pay the intern directly.

Finance/Payment process - once you have sent us back your internship agreement and this has been processed, payment of the funding is outlined below:

1. We will raise a PO number for your role on or around the start date of your internship position and share this with you. Please do not send an invoice before you receive this PO number.
2. Once you receive the PO number, please send an invoice to: invoices@lincoln.ac.uk for the full amount of £1000 stating the PO number.
3. Please do not include VAT (this funding is VAT exempt)
4. You can set up separate payment terms eg weekly/monthly with your intern as required but do not send weekly/partial invoices to us, your funding is paid to you in one lump sum of £1000.
5. The University terms of payment are 30 days from the date of receipt of invoice and it is not possible to pay invoices sooner than this date due to our financial procedures.
6. Sending invoices with VAT or partial invoices may result in a delay with your funding payment
7. Please note any roles filled after 30th June will roll into the new financial year and will mean we cannot raise any internships invoices until at least mid-August

Contact

If you would like to apply for this funding, please complete the [Expression of Interest form](#).

If you have any questions, please contact Lesley O'Donnell, Employment Opportunities Officer:
lodonnell@lincoln.ac.uk

If you would like to explore and discuss how the University can support your business, please contact
employers@lincoln.ac.uk

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