

Nottingham Trent University - 6-Week Graduate Internship: Partnership Agreement

The following partnership agreement sets out the expectations associated with Nottingham Trent University Employability Team (“NTU Employability”), the host internship employer, and the graduate intern (“the intern”) throughout the entire graduate internship programme. By adhering to the expectations listed throughout this agreement, we hope to create an internship experience that supports and benefits all those involved.

Please note: This agreement is applicable to both remote/online and traditional office/site-based placements while also outlining the joint health & safety and welfare responsibilities.

Expectations of Nottingham Trent University:

1. Identify a suitable graduate intern, matching the requirements of the internship role as closely as possible to the skillset of the individual.
2. Successfully employ the graduate intern through our Unitemps franchise business - NTU Temporary Staff Limited.
3. Ensure all checks have been completed and authorised regarding the graduate interns right to live and work in the UK.
4. Pay the intern £11.44 per hour + holiday pay.
5. Make payments directly (via BACS) to the graduate intern for 30 hours per week for the duration of the 6-week internship programme - we are only permitted to pay a maximum of 180 hours for the entire internship period and any timesheets with hours in addition to this will be rejected.
6. Contact the intern at regular intervals throughout the programme to check their progress. Email contact will be made during week 1, a phone call will be made in week 3, and a final email will be sent during week 6.
7. Provide all interns a clear point of contact at Nottingham Trent University if issues arise during the internship programme.
8. Provide all host employers a clear point of contact at Nottingham Trent University if issues arise during the internship programme.
9. Provide the intern with dedicated Employability related support before, during, and after the internship programme comes to an end.

Expectations of the host employer:

1. The host employer should designate a line manager to take responsibility for the intern – the name and contact details of the line manager must be provided to the Employer Engagement Team at NTU.
2. Ensure adequate safeguarding measures are in place and that the appropriate level of supervision is given for the health & safety, welfare, and development of the intern, ensuring the graduate is aware of the policy and where this is located.
3. Provide a ‘Home Working Risk Assessment Checklist’ for any intern required to work remotely - NTU can provide a template for this.
4. Ensure that all necessary employer and public liability insurances are in place - where any loss is the fault of the university through failure (error or omission), then NTU’s insurance will apply.



5. Recognise that the intern matched to your organisation will be based on the role profile that has been provided and that this may not completely reflect the career aspirations or capabilities of the graduate.
6. Inform the Employer Engagement Team if any periods of leave (annual or sick day) will/has been taken by the intern and/or if the graduate does not work the agreed 30 hours.
7. Inform the Employer Engagement Team if any issues arise during the internship period.
8. Make initial contact with the intern prior to the internship start date and arrange to meet your intern on their start date, either in person or online, ensuring you provide a suitable induction training, so they understand their role and responsibilities within the organisation.
9. Produce an action plan on the first day of the internship period which clearly sets out the weekly tasks as well as the skills the intern can expect to learn during their internship, identifying access to the resources they need to help them effectively complete their role.
10. Continue to check in with the intern on a weekly basis as a minimum so you can provide them with direct feedback on their progress and performance – this feedback should also be shared with the Employer Engagement Team at NTU.
11. Should extensions to the internship be desired, you should inform the Employer Engagement Team of the arrangements. Internship extensions cannot be made through Unitemps and the host employer will become responsible for completing their own right to work checks, payroll and any contractual changes.
12. Conduct an exit interview with the intern, identifying possible strengths and areas for improvement.
13. Complete a mandatory internship evaluation feedback form as issued by the Employer Engagement Team.

Expectations of the graduate intern:

1. Understand that you are contracted to work 30 hours per week for a period of 6 weeks and that funding is only permitted to pay you for a maximum of 180 hours over the internship period.
2. To submit a timesheet through the Unitemps website after each working week – any timesheets submitted for more than 30 hours per week will not be approved. Any timesheets over the maximum amount of 30 hours will be declined and graduate interns will have to resubmit the correct hours.
3. To inform the Graduate Support Team as soon as possible if your employer is expecting you to work over the maximum 30 hours per week.
4. Understand and agree to payment of £11.44 per hour + holiday pay for the duration of the 6-week internship period.
5. Understand that NTU reserves the right to withhold/claim money back if we understand you have worked less than your submitted timesheets claim.
6. Comply with the employer's own workplace rules & regulations.
7. Obey the rules and protocols established by the employer concerning their health & safety policies at work.
8. Undertake all duties described in the role profile provided by your internship host employer to the best of your ability.
9. All internships should continue for the full 6-week period. Only in exceptional circumstances will internships be permitted to end early. You must notify your host employer and the Graduate Support Team as soon as possible if you need to finish your internship early so this can be reviewed and agreed to in a way that suits all parties.



10. Agree that under no circumstance will there be any extensions to the end date of your internship – any extensions created by your employer will be organised between yourself and them.
11. Agree to let the Graduate Support Team know if you have been extended in your role by your employer.
12. Let your host employer know if you will be absent from your internship for any reason. Contact (phone call/email) should be made to your host employer as soon as possible, an email should also be sent to the Graduate Support Team informing us of your absence.
13. Always ask permission in advance if you require to work outside the company's usual working hours – making sure you still never go above the maximum of 30 hours per week.
14. Understand that your point of contact throughout your internship will either be your host employer or the Graduate Support Team. Details of the type of issues, and who they should be sent to will be provided in the Graduate Internship Scheme Support Pack issued before your start date.
15. Complete a mandatory internship evaluation form at the end of your internship as issued by the Graduate Support Team. It is advised that all interns keep notes throughout their internship to help when answering their evaluation form. Areas such as the tasks you completed, the skills you developed, and any new areas you learned while in your role will help to effectively answer the questions asked.