

# WIP Process Timeline Host Employer

## Want an intern?

1. Check WIP host & intern criteria, commitment, process & timeline
2. Register interest on myAdvantage  
\* *Forgotten or need login? Contact [placementlearning@warwick.ac.uk](mailto:placementlearning@warwick.ac.uk)*  
\* *New employers will need to open myAdvantage account on: [myadvantage.warwick.ac.uk/employers](http://myadvantage.warwick.ac.uk/employers)*
3. Use template to create project-based vacancy (*refer sidebar*)
4. Upload internship vacancy marked 'WIP' for approval (*refer template*)

## Approved vacancies open for application

1. Vacancy checked & approved
2. Approved vacancy advertised to students for 2 weeks
3. Students make applications directly to internship host

## Shortlist & interview candidates

1. Internship host shortlist & contact candidates for interview, & provide feedback  
\* *Feedback template (sidebar)*
2. Host to decide if will self-fund if not allocated internship grant

## Host apply for WIP funding

1. Internship host make funding-conditional or unconditional offer to chosen candidate
2. Chosen candidate accept internship via:  
\* confirmation email to host &  
\* submission of Student Internship Acceptance form
3. Host complete Recruitment Outcomes form for "first-come, first-served" funding application  
\* *Forms on WIP web – mid Feb 21*

## Agree work pattern & start date with intern

1. Internship host agree with intern:
  - a. **work pattern:**  
\* total of **222 work hours** (equals 6-week full-time @37 hrs/wk)  
\* **min 148 work hours** (equals 4-week full-time) by 30/07/21
  - b. **part, full time (or combination)**
  - c. **internship start date**
  - d. **safe space, ideally remote work**
2. Host to consider:
  - \* intern's study commitment, well-being & visa restrictions
  - \* Tier 4 **visas** generally permit 20 hours work during term time
  - \* host's & internship objectives

## Funding confirmation to host & intern

- \* *Unsuccessful internship host confirm if proceeding with internship using own funds*
- Approx 2 weeks**

## Prepare to receive interns

1. Host communicate on-boarding info & prepare for internship:
  - \* Induction, line management, buddy etc.
  - \* Organise equipment, work space, staff ID etc.
  - \* Training e.g. data protection, confidentiality etc.
  - \* Payroll, H&S, insurance etc.
  - \* Create work plan for intern
  - \* Arrange regular reviews, mid-internship evaluation & exit interview
2. Host encourage intern to use:
  - \* WIP: Your Career in Progress: [warwick.ac.uk/WIPprogress](http://warwick.ac.uk/WIPprogress)
  - \* Work Experience L&D course: [warwick.ac.uk/weld](http://warwick.ac.uk/weld)

## Internship administration

1. Internship host complete, sign & return WIP agreement & relevant documents  
\* *New employers submit completed financial documents*
- Approx 4 weeks**

## Part, full time (or combination) of 222 hour internship begin

- \* *Equivalent to 6-week full-time @37 hours per week*
- \* **Important! 148 hours** (equals 4-week full-time) must be worked by **30/07/21** for valid grant claim

## Pay intern & claim grant

1. Host employ intern via payroll - PAYE, sick, holiday pay etc.
  2. Employers submit invoice (as per instructions) when intern has worked **148 hours** (must be completed by **30/07/21**)
  3. Intern submit payslip & Working Requirements Confirmation form to support grant claim
  4. University process validated invoice for payment
- Around 148 hours (equals 4-week full-time) into internship**

## End of internship

1. Exit review with intern
  2. Submit WIP evaluation form
- Around 37 hours (equals 1-week full-time) before end of internship**