WIP process & timeline

Please note that you must be able to commit to all stages and dates specified in the diagram below in order to take part in WIP 2022.

1. Eligible for an intern?

1. Host to check eligibility/suitability:

- Host participation criteria
- WIP process/timeline (this chart)
- Commitment and pay contribution
- 2. Able to meet ALL criteria?
- Host to <u>register for programme</u> on <u>myAdvantage jobs platform</u>
- Forgotten or need login? Contact placementlearning@warwick.ac.uk

2. Create vacancies for students

- 1. Host to use template to <u>create</u> suitable project-based vacancy
- Host to <u>upload vacancy</u> marked WIP for approval:
 Mon 14/02 to Mon 07/03
- 3. Vacancies checked and approved from Mon 28/02
- 4. Vacancies advertised: Sat 12/03 to Sun 27/03
- 5. Students to apply directly to host

3. Shortlist and interview candidates

- Host to invite shortlisted candidates <u>for interview</u> and give feedback * feedback template available
- 2. Host to check that <u>candidate meet</u> <u>eligibility criteria</u>
- Host to advise candidate if will selffund if not awarded WIP grant

Mon 28/03 to Fri 15/04/22*

* Good Friday

4. Apply for funding

To apply for internship funding:

- Host to make unconditional or funding-conditional offer to chosen candidate
- 2. Candidate to accept offer via:
- confirmation email to host
- submission of <u>strong</u> <u>Student</u> <u>Internship Acceptance</u>
 <u>strong</u> <u>form</u>
- 3. Host to submit <u>Recruitment</u> Outcomes form for "first-come, first-served" funding application until grant runs out no later than Tues 03/05

Forms available from Mon 04/04

5. Funding confirmation

- Funding is allocated and application outcome is confirmed within 2 weeks of matching forms
- Hosts who are unsuccessful should confirm if financing internship with own funds
- 20% of WIP funds are allocated to internships within the University
 From Mon 11/04

6. Work arrangement and start date

Host to agree with intern:

- start date of Mon 04/07
- UK based during internship
- training/equipment
- safe business office space
- * Remote work should be provided if social restrictions are imposed remote guidance available

7. Internship administration

If <u>awarded internship grant</u>:

- 1. Host to action instructions in funding confirmation email
- 2. Host to sign & return internship agreement, complete Unitemps form (and DBS if required) and necessary documents via myAdvantage
- Intern to register with Unitemps and complete Right to Work (and DBS)
 by Fri 20/05

8. Prepare to receive interns

- 1. Host to <u>communicate on-boarding</u> <u>info to intern</u> e.g.
- induction, line management, buddy, etc.
- o staff ID, work space, equipment
- H&S, training, data protection, confidentiality, etc.
- o internship work plan
- regular and mid reviews, and exit interview
- 2. Host to encourage intern to use online resources:
- WIP: Your Career in Progress
- Work Experience L&D

9. 6-week internship begin

@ 36.5 hours per week

For optimum WIP experience:

- 1. Internship start Mon 04/07
- 2. 4-week full-time, completed by **Fri 29/07** for valid grant claim
- 3. Mid internship review with intern 3rd/4th week into internship
- 4. Host to encourage intern to use online resources:
- WIP: Your Career in Progress
- Work Experience L&D

10. Pay intern

- 1. Intern will be employed via Unitemps:
- IPWE to fund first 4-week full-time (worked by Fri 29/07)
- Host to fund next 2-week full-time from 2022/23 budget
- Intern's salary is inclusive of holiday pay i.e. no holiday during the internship
- 2. Intern to submit weekly timesheets
- 3. Host to approve weekly timesheets



11. End of internship

Last week of internship: host to conduct exit review with intern and both submit WIP evaluation form