

WIP Process and Timeline

1. Interested in WIP?

1. Check suitability and eligibility
 - o WIP intern criteria
 - o WIP process & timeline (this chart)
 - o Commitment as a WIP intern
2. Register your interest
3. Enrol with Warwick email on [WIP: Your Career in Progress e-platform](#) for programme info and support
4. Attend WIP info sessions (refer e-platform sidebar)

2. Apply for an internship

1. Follow step-by-step at the top of [WIP: Your Career in Progress](#)
2. Understand WIP process, intern commitment and nature of limited WIP funding (internships may be conditional on funding)
3. View vacancies & apply directly to host from **Sat 12/03 to Sun 27/03/22** (refer to "How to apply" in vacancy advert)
4. Ask host for feedback if desired (template on website or e-platform)

3. Shortlist and interview

1. Internship host to contact you directly if you are shortlisted for interview
2. At interview, check with host if internship will proceed without WIP grant (if not allocated)
3. Ask host for feedback if desired (template on website or e-platform)

Mon 28/03 to Fri 15/04/22

4. Accept internship offer

1. Internship host to contact you directly if offered internship - check if it is conditional on WIP grant
 2. Email host to accept WIP offer
 3. Submit [Student Internship Acceptance form](#) - available **Mon 04/04/22**
 4. Reject any other offers
- Any delay in accepting may affect WIP internship progressing if it is conditional on WIP grant**

5. Internship host apply for funding

- Internship host will submit Recruitment Outcome form to apply for "first-come, first-served" WIP funding
- Host's offer & your completion of Offer Acceptance form **do not** guarantee internship will go ahead
- Hosts are not obligated to proceed with the internship if they are unsuccessful in funding application

6. Internship confirmation

Funding application outcome confirmed within 2 weeks receipt of matching forms*
from Mon 11/04/22
*matching 'Recruitment Outcome form' from host and 'Student Internship Acceptance form' from intern submitted via myAdvantage

7. Work arrangement

Successful intern confirm:

1. Internship start date:
 - o External Employer:
 - UK/EU settlement students start **Mon 27/06 to Fri 08/07/22**
 - Student Visa holders start **Mon 04/07 to Fri 08/07/22**
 - o University Department:
 - All students start on **Mon 04/07/22** & in UK during internship
2. Training/equipment
3. Safe work space in office, home or mix (remote work if social restrictions imposed)

8. Internship administration

- Intern to action instructions in funding confirmation email
- Intern to sign & return internship agreement & relevant forms
- University department interns to register with Unitemps & complete Right to Work (& DBS if required) **by Fri 20/05/22**
- External employer interns to follow their internship host's HR process

9. Prepare for WIP internship

1. Intern confirm first day of work & onboarding details with host
 2. Intern to complete induction and training
- Make the most of your WIP internship by:
- Attending workshops & drop-ins
 - Making use of resources & support in:
 - o [WIP: Your Career in Progress](#)
 - o [Work Experience Learning and Development course](#)

10. Begin internship

1. Intern to record learning gained using online support (step 9)
 2. Intern begin internship (start dates in step 7):
- External Employer:
- Full-time work @ 37 hours per week
- University Department:
- Full-time work @ 36.5 hours per week
 - 4-weeks full-time work must be completed **by Fri 29/07/22** for valid grant claim
- Mid internship review with host should take place 3rd/4th week of internship

11. Your pay

External Employer:

1. Intern paid via internship host's payroll (PAYE, sick, holiday pay etc.)
2. Intern to submit [Working Confirmation form and payslip](#) to University for host's grant claim **by Fri 29/07/22**

University Department:

1. Intern paid via Unitemps
2. Intern to submit weekly timesheets
3. Host to approve weekly timesheets

*salary inclusive of holiday pay - no holiday entitlement during WIP internship

12. Internship end

1. Intern to have exit interview and work handover with host
 2. Intern to complete [Intern Evaluation form](#)
- In last week of internship**
- After internship:**
Intern to reflect and apply learning & skills to studies & career plan with help from:
- [WIP: Your Career in Progress](#)
 - [Work Experience Learning and Development course](#)