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B | *enterprising*



THE UNIVERSITY OF
BUCKINGHAM

BEIU
Buckingham Enterprise & Innovation Unit



Welcome

I'm Christina, Enterprise and Employability Project Officer, managing the B-Enterprising scheme at the University of Buckingham. I'm delighted that you are interested in participating in our scheme and providing Buckingham students with the opportunity to complete a micro-internship. I will be your main point of contact for the scheme, and I look forward to working with you.

We work with organisations across all industries and sectors, whether you have experience in providing micro-internships or not, and can assist you in developing the right opportunity for one (or a group) of our students. This handbook

contains all the information you may need when getting started with the scheme. If you have any further questions, please contact me using the details below.

Christina McNab

Christina McNab, Enterprise and Employability Project Officer
b-enterprising@buckingham.ac.uk

The B-Enterprising scheme has been developed and financed in association with the Buckingham Enterprise & Innovation Unit.



inspire a new
generation of
enterprising
graduates

About B-Enterprising

B-Enterprising is a micro-internship scheme designed and run by the Careers and Employability Service, in partnership with the BEIU (Buckingham Enterprise and Innovation Unit) at the University.

A micro-internship is a short-term, paid professional assignment undertaken by a student for an employer. We are fortunate to have funding so that we are able to contribute towards the students' hourly wage based on the size or nature of your company.

Our aim is to provide you with access to highly motivated students to fulfil your project needs, bringing fresh ideas and perspectives to your business, and in turn you will provide students with meaningful work experience.

Projects can be completed at your business or remotely, depending on your requirements, and can last up to 45 hours per student. They will be on a part-time, flexible basis to fit around the student's studies, and completed by an agreed date. You will have full control in choosing your student's.

THE PROJECTS ARE:

- **Subsidised** by the University - all we ask is that projects expose students to entre- or intrapreneurial activity.
- **Short**, so are ideal for discrete projects or to resource during a busy period.
- **Flexible**, so the time may be spread over several weeks to fit around your business needs and the student's University commitments. You can involve as many students as you like.
- **Varied**, and we will work with you to ensure that the projects you wish to offer are suitable for funding by our scheme.
- **Enterprising**, giving you a chance to scale existing, or explore new, innovations and business development activity.
- **Supported** by the Enterprise and Employability Project Officer, who will be your point of contact throughout, from scoping your requirements, to sourcing the right students and being on hand during the micro-internships.
- **Accessible** to all organisations in any location (for micro-internships that may be completed remotely).
- **Guaranteed** to give your business access to a pool of young talent – and an opportunity for you to inspire a new generation of enterprising graduates.



A micro-internship can help you to:

- Resource projects you haven't had the time or staff to work on
- Access a cost-effective, low-risk solution to your business needs
- Have peace of mind when bringing in students for short-term projects
- Promote your organisation and sector to future graduates
- Gain access to a talent pool of soon-to-be graduates

Examples of projects

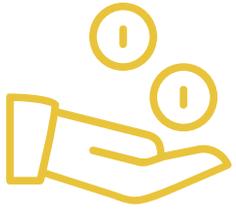
- Improving your organisation's social media presence or a social media campaign
- Reviewing and recommending sustainability practices
- Market research and competitor analysis
- Testing a new website, product, or service
- Designing or recommending new systems to improve the efficiency of your organisation
- Providing consultancy around merchandising and branding

tapping into student talent

Eligibility

To be eligible to participate in this scheme you will:

- Have Employer's Liability insurance in place
- Have Public Liability insurance in place
- Be able to provide our students with an entrepreneurial or intrapreneurial focused project that they are able to see through to completion individually, or as part of a small group
- Be able to provide students with any necessary equipment to successfully fulfil your project brief. Our students have access to laptops and computers; however, any other specific equipment will need to be provided for them
- Provide a point of contact for the student to liaise with during their time with you



Funding

All interns are paid at £9.50 per hour, for up to 45 hours of work. The University arranges this payment and we ask some employers to contribute towards the cost of the student's salary based on the nature or size of your organisation – please refer to the table below.

Type of organisation	Definition	Employers' contribution to cost of paying student intern
Charity/NGO	Registered charity or non-gov organisation	0 (we provide 100% funding)
Micro-business	0-9 employees	25% + VAT (we provide 75% funding)
SME	10-249 employees	50% + VAT (we provide 50% funding)
Large	250+ employees	100% + VAT

Unless your organisation is eligible for a 100% subsidy, we will invoice you upon completion of the micro-internship..

The University will cover all the costs of onboarding the student, including arranging contracts, making this a cost-effective and time-saving solution to your project needs.





What's the process?

1

Express your interest in participating in B-Enterprising

- Discuss your opportunity with the Enterprise and Employability Project Officer, Christina McNab
- Fill out an Expression of Interest form
- We will let you know what date your opportunity will be advertised to our students. You can expect your student to start approximately 5 weeks from this date

2

Selecting your candidate

- Following your closing date, we will send you our shortlisted candidates
- You decide who you want to interview and will arrange with them directly
- You conduct interviews in the manner you deem appropriate, and select your chosen candidate
- You will notify the successful student and agree a start date with them, keeping us informed of your decision.
- We will notify those who are unsuccessful and provide them with your feedback

3

Appointment

- You will sign a contract between yourself and the University
- Student to work on project for the agreed timescale
- We will have a call halfway through the micro-internship to check on progress and assist with any questions

4

On completion of the project

- Feedback and review with the Enterprise and Employability Project Officer, Christina McNab
- You will provide the student with a written reference or LinkedIn endorsement if you are happy with their work
- We will invoice you for your contribution toward the cost of paying the student (if applicable)

If you need any help or have a question about the process, get in touch with us using the email below. We're always happy to help.

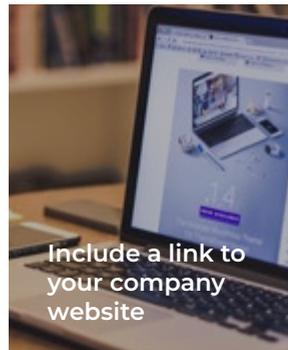


b-enterprising@buckingham.ac.uk

Writing your micro-internship project brief

The project brief you provide when expressing your interest to us will be what is advertised to our students, and we will work with you to ensure that the description is suitable and will attract appropriate applications.

We recommend that your project brief includes:



Interviewing your shortlisted candidates

We will send you a selection of candidates we feel are suitable to your project needs. It is then over to you to shortlist them further, and/or interview them.

You will need to contact them directly to organise their interview. On the rare occasion that you are not happy with the shortlisted candidates, we can consider adapting the job description, or extending the closing date to encourage more applications.

You have complete control over when and how you wish to interview your shortlisted students, but we do ask that you take potential restrictions into consideration, such as the student's location and health and safety issues relating to COVID-19.

We recommend keeping interviews light-hearted, and bear in mind that many of our students will not have had any interview experience in the past, or indeed work experience. Below is a list of possible interview questions that we have told students they might be asked by you.

- Tell me a little bit about yourself.
- Why are you interested in this project?
- What do you know about our company?
- Tell me about a time when you had to meet a tight deadline.
- What skills do you think you have to help you complete this project successfully?

We ask that you let your successful student/s know within one week of their interview.

Please note that although we will do our best to source suitable students for your project, we cannot guarantee that every project will receive suitable applications.

Onboarding your student

Micro-internships are structured in a way that you will act as the student's employer for the duration of their project, and therefore you have autonomy over how to onboard or induct your student.

We recommend having a meeting with your student either shortly before they start their project with you, or on the first day of their project, in order to set your expectations with them and to discuss the requirements of the project in more detail.

We suggest that you keep in regular contact with your student in order to make sure you are happy with their progress and to offer any guidance they may need. You may decide to organise a weekly or fortnightly meeting with them.



Expected paperwork

Expression of interest form

This is the initial form that will be provided to you once you express your interest in participating in the B-Enterprising scheme. You will be asked for a few brief details pertaining to your organisation, as well as provide a description about what your organisation does, what the project is, what skills are required, and the details of the micro-internship including number of hours etc. The information on this form will be used to formulate the advert we send out to our students.

Risk Assessment

If the student is required to work on-site, a Risk Assessment will need to be carried out by the B-Enterprising team alongside yourself to ensure that it is a safe working environment for the student. This can be done in person or remotely. In the instance that the student is working on the project remotely, a Risk Assessment does not need to be done, however, we will still need to ensure that you have Employers Liability and Public Liability insurance in place.

Contract

A contract will be signed between the host organisation and the University, which outlines the rules and expectations of each party. This can be signed electronically. Once signed by both parties, the micro-internship can begin on the agreed date.

Invoice

Upon completion of the micro-internship, you will receive an invoice from the University which will reflect the payment owed based on the student's worked hours.



Hear from our latest employers

“

Working with B-Enterprising has been a fantastic experience. From the start, it's been smooth and it's clear that there has been a lot of thought and organisation gone into the project. Finding the right team players is extremely difficult for any small business. Our time with Vlad was great and we hope to be involved with the scheme again in the future.”

Richard

Intent 2 Improve

“

It was really beneficial having a micro internship candidate work for us. Catherine as a Business Brand Co-ordinator was able to deliver results in a short space of time in finding us new contact leads and also working through her network of contacts to get us volunteers for the services we offer to local Schools. We would have loved to have kept Catherine long term! We would definitely recommend this as an extra resource to any team looking to get specific jobs done.”

Blupinder

Worktree



“

The experience of the B-Enterprising programme has been outstanding. Our intern has been incredibly professional and helpful throughout. We are looking forward to implementing her recommendations to support the growth of our business and wouldn't hesitate to recommend the B-Enterprising programme to others.”

Anna

We Are Tabono



“

We were very impressed at all the interns' dedication, enthusiasm, and the quality of work they produced. They all contributed brilliantly to team discussions via video calls and overcame the challenges of remote working with ease. During the wash-up session at the end, it was evident on the faces of the interns' just how much they had enjoyed being with us.”

Steve

Cloudy IT



“

I've been so impressed by the quality of applicants and their enthusiasm.”

Suzanne

Botanic Protect

FAQs

Have a question? Keep reading to find out a bit more about our micro-internships.

Or, if you'd like to speak to someone directly, you can reach out to our team below.

b-enterprising@buckingham.ac.uk

WHAT IF MY PROJECT DOESN'T GET ANY APPLICANTS?

We can't guarantee that students will apply for your project, however if we see that it is not generating many applications, we will assess the project description and adapt it if necessary. We will advertise your project a maximum of two times. Typically, you can expect to receive between 2 and 6 applications for your project.

HOW MANY TIMES CAN I APPLY?

You can apply to participate in the B-Enterprising scheme as many times as you wish. However, your request will be dealt with on a first-come-first-served basis.

WHAT HAPPENS IF I AM NOT SATISFIED WITH THE WORK THE STUDENT IS DOING?

We recommend you schedule in regular catchups with your student in order to provide them with feedback and guidance during their micro-internship and by doing so we would hope that the student is able to fulfil your project brief.

Please do contact us for support if such a situation arises and we will do our best to address the issue. If you are still unsatisfied with their progress, you may terminate the agreement by providing the B-Enterprising team and the student with your reasoning in writing. Please note that you will still be invoiced for your contribution toward any hours worked up until this point.

WHAT IF I CAN'T GET HOLD OF MY STUDENT?

If you are unable to reach your student via the details they have provided you with, please get in touch with us and we will do our best to reach them for you.





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for the stand out student

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