



### Santander SME Funding Scheme 2016 – 2017

The University of Lincoln have a partnership with Santander to provide funding to support student and graduate positions. The funding is limited so please contact us to check availability.

#### **Company eligibility**

• Company must be a registered SME with 250 employees or less which have annual turnover of fifty million pounds or less. Registered and based in the UK. Include companies, sole traders, partnerships and charities

#### Student & Graduate eligibility

Current student or recent graduate (completed their course within 3 years) from the University of Lincoln

#### Role criteria

- The role duration must be between 1 and 10 weeks
- The role can be full time or part time (full time positions are based on 35 hours per week part time needs to be equivalent of these hours)
- The graduate or student is carrying out work that is deemed to be of 'graduate' level

#### Salary payments

• The intern will be paid a minimum of £300 per week based on a 35 hour week

#### **Funding provided**

- Internships between 1-2 weeks, Santander will provide £300 per week, company are not required to match fund
- Internships between 3 and 10 weeks will be part funded by Santander, to be matched by the company see table below:

Internship Length	1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks
Santander funding	£300	£300	£450	£600	£750	£900	£1,050	£1,200	£1,350	£1,500
SME contribution	£0	£0	£450	£600	£750	£900	£1,050	£1,200	£1,350	£1,500

#### **Process breakdown**

- The company completes our online vacancy system with the advert
- The Careers team will check over the advert before making the vacancy 'live' online and add in our standard text relevant to internship roles.
- Role is advertised through the Careers and Employability service
- Students or graduates apply directly to the employers
- Once a student or graduate is selected the employer establishes their own terms and conditions with the candidate

- A contract is completed to register for the scheme
- Complete Santander online portal
- A new supplier form is completed if the company are not registered on the University of Lincoln finance system
- Complete feedback forms company & student/graduate

# FAQ's

#### How do I advertise my role?

We have an online vacancy system where you can upload your role directly: <u>http://employer.lincoln.prospects.ac.uk/</u>. Please contact the team initially to discuss your requirements to ensure we advertise the role in the best way possible for you.

#### Can I advertise a permanent position?

Yes, as long as the internship is at least 10 weeks you can advertise a permanent role through the scheme.

#### Can I advertise a part time role?

Yes, as long as the internship is equivalent to 35 hours per week you can advertise a part time role through the scheme.

#### I have more than one position; can I receive more than one funding allocation?

Yes, you can receive a total of 5 allocations of funding, but only one per student or graduate.

#### If I take the graduate on a permanent basis after the 10 weeks, can I receive more funding?

No, you can only receive one funding allocation for that specific student or graduate in that specific role.

#### Once I have chosen a student or graduate is there a lot of paper work to complete?

There are only a few simple steps in the process. You complete a short contract, register on the online portal and you may then be required to complete a new supplier form to register on our Finance system.

#### Does the graduate receive the funding?

No, the money will be paid to you as the company/employer.

If you have any other questions or queries, please do not hesitate to contact the team.

## CONTACT

For more information, please contact: Lesley O'Donnell, Employability Information Manager E: lodonnell@lincoln.ac.uk T: 01522 837861

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