

Employ Autism Higher Education Network University of Sussex Ambitious About Autism Internship Programme 2022/23

Terms and Conditions

Introduction

In partnership with Employ Autism, the University of Sussex offers a fully funded scheme to support internships of 6 or 8 weeks (225 or 300 hours) for University of Sussex students and graduates who have an autism diagnosis ("The Programme"). This is part of *Career Lab: design your future*, a series of opportunities prioritised for students from underrepresented groups, designed to develop their skills, experience, connections and confidence throughout their degree.

Organisations must:

- Provide a clear internship role with set objectives and outcomes
- Agree

3. Eligible students and graduates

The University of Sussex Career Lab Intern must be:

a University of Sussex graduate from 2020, 2021 or 2022, or a current registered University of Sussex student

Careers and Entrepreneurship team. This gives both the Employer and Intern an opportunity to feedback on the internship so far. The team will be in contact with the Employer to arrange a visit, however due to capacity, we unfortunately will not be visiting each internship. The Internships

7. Salary

The salary for the internship will be £10.90 per hour (the real Living Wage) for Sussex and the rest of the UK. London-based employers must meet the current London real Living Wage of £11.95 per hour. Employers are welcome to offer a higher rate at their own cost.

All Employers must therefore agree to pay these hourly rates as a minimum, irrespective of any other human resource policies the organisation may have in place.

The Employer will pay the Intern through their usual PAYE internal salary or wage processes and make these clear to the Intern. Opportunities which are paid outside a PAYE system will not be accepted.

The University is not involved with the payment process between Intern and Employer.

8. Termination

8.1 Once the Intern has accepted an offer of Internship and it has been confirmed, then the Employer and the Intern shall take all reasonable steps to ensure successful completion of the Internship.

8.2 Should it become apparent that the Intern fails to start the Programme, or fails to complete their internship, please notify the University at the earlier convenience.

8.3 Occasionally, it will be necessary for an Intern to withdraw from an Internship. Provided the withdrawal is not due to a breach of these terms and conditions by the Employer, the University shall offer

9. Contract of employment

Interns must be treated as temporary employees of the Employer and be based at a business address or working remotely with appropriate support. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sick pay arrangements, and holiday entitlement
- a named supervisor
- a full and clear induction to the organisation and its working practices, code of conduct, disciplinary and grievance procedures, and policies on confidentiality and data protection
- a safe working environment which conforms to applicable health and safety legislation – guidance is available

will be successful.

Some internships will come about because of a direct application to an employer on behalf of a student or graduate. These opportunities will not be promoted widely.

10.

