WHAT IS THE SME INTERNSHIP PROGRAMME?

Oxford Brookes University is working with Santander Universities to offer paid internships in small and medium enterprises (SMEs) to students and recent graduates who are eligible to work in the UK (from the last two years).

The Santander Universities SME Internship programme has been designed to allow students and recent graduates to gain valuable industry experience and the relevant skills needed to aid them in the development of both their academic and professional lives.

Key Facts

• You will receive a minimum salary of £3,000 paid in monthly instalments

• The internship will last three months (full-time) or six months (part-time)

• You must be eligible to work in the UK

• You must be an Oxford Brookes student or graduate (from the last two years)
WHERE TO LOOK FOR SME INTERNSHIPS

You can find a list of available internships on our Job Vacancies portal (careers.brookes.ac.uk). Use the search term ‘Santander SME Internship’.

You will also receive emails from Careers and your department’s Student Support Coordinators who will promote these opportunities to you.

You can also find opportunities posted on our Facebook page (/oxfordbrookescareers), so keep an eye out.

You can contact Careers for further information on finding an internship.

Registration for an internship need to be made any time prior to 30 July 2015. Please note that only a limited amount of internships will be available and there is no guarantee that you will be matched with a company.
**HOW DOES IT WORK?**

**Step by Step**

1. Once you have seen an internship that you are interested in follow the instructions on how to apply (this will most likely involve sending your CV and Covering Letter to Careers at careers@brookes.ac.uk)

2. Your CV will be sent to the SME and if successful you will be shortlisted for an interview.

3. Oxford Brookes Careers will contact you via email to arrange an available date for interviews.

4. If you are selected, the SME will send you the following forms, which you will need to return to the SME:
   1) Health & Safety Letter of Expectation
   2) Contract of Employment

5. Once the SME has selected a candidate, both the SME and the Student must register on the Santander Portal.

6. Once these steps have been completed, the SME and student will be matched/approved on the Santander Portal.

7. You will then be contacted by the SME to arrange your employment start date.

Visit Careers for CV, covering letter, and interview advice, and for any further questions about the process.
WHO TO CONTACT

If you have any questions:

- Visit us in Careers, JHBB, just off the Forum
- Call us on 01865 484670
- Email us at careers@brookes.ac.uk

Address:
Oxford Brookes University Careers
Ground Floor, JHBB
Headington Campus, Gipsy Lane
Oxford
OX3 0BP

For more information:

www.brookes.ac.uk/careers
www.brookes.ac.uk/sme-internships

Santander Portal:

www.santander-grants.com