



The Stationers' Foundation Internship Bursary Scheme

Application Guidelines

Purpose

The purpose of this scheme is to provide financial support to postgraduate students, previously awarded a Stationers' Foundation Postgraduate bursary, as they transition into employment within the communications industries. This award aims to bridge the gap between academic study and professional practice through paid internships across supported sectors.

Eligibility Criteria

For Interns

The intern must have received a postgraduate bursary from the Stationers' Foundation ideally within the last two years.

The intern must be entering the first year of their professional career post-study within the communications industries. It is expected that the intern submit an outlined plan and intended learning outcomes demonstrating the internship's relevance and value to their intended career path.

The intern should apply to the Foundation individually with a proposed plan of internship with a prospective employer from qualifying sectors as outlined [here](#).

Priority will be given to candidates from underrepresented groups in financial need*.

For Employers

Employers must be an SME, social enterprise or institution operating within one of the qualifying sectors supported by the Stationers' Foundation Bursary Scheme. [see below]. After assessing applications, the Stationers' Foundation will select two interns for the internship awards.

Participating organisations must issue a training agreement to their intern. These agreements must provide a detailed training plan outlining internship goals and expectations, learning outcomes for the intern, supervision and mentorship arrangements and anticipated impact on the intern's development.

For information, HMRC provides guidance [here](#) that defines what constitutes a training contract. Training contracts mean that the employer does not pay Employer's National Insurance for the intern, and the intern also does not pay tax.

[please see attached document for further employer criteria]

Award Details

The Stationers' Foundation will provide funding for two internships to two separate bursary recipients, each up to 6 weeks in duration at the current National Living Wage (£13.85/hr) totalling £3,116.25 for each internship. N.B. a national rise in minimum wage will be reflected in the internship award. Alternatively, a match-funding arrangement with the employer could

result in one or two internships of up to 12 weeks duration i.e. the first six weeks are supported by the internship award and any subsequent weeks are paid by the employer.

Application Process

- Applicants must have graduated in the last two years and the internship must take place within one calendar year from internship offer.
- The Foundation will assess applications based on quality of application, financial need and alignment with the aims of the Foundation.
- Successful applicants will be notified of the award and payment will be made to the intern when an offer of the internship is submitted by the employer in writing, citing dates and prospective activities.
- The bursary will be paid in two tranches: the first at the start of the internship and the second after three weeks when approved by the employer i.e. when the employer confirms the internship is proceeding satisfactorily.

Post-Internship Requirements

At the end of the internship, employers must provide a report covering activities undertaken, achievements, timekeeping and workplace behaviour.

Interns must also submit a reflective report detailing internship experience, learning outcomes and impact on their professional trajectory. Interns may be invited to give a short presentation at the annual Awards and Alumni event, sharing insights and outcomes from their placement. Employers may attend.

**Financial needs may include but are not limited to those with socio-economically disadvantaged background, individuals with disabilities and/or from global majority backgrounds.*

Stationers' Foundation Bursary sectors from which employer organisations are eligible to apply (known as qualifying trades):

Archive/Library/Conservation

Audio and Video Production, Directing and Broadcasting

Bibliography and Book Collecting

Bookbinding

Bookselling/Distribution

Calligraphy

Communications

Design, Graphic Design

Digital Media/Software

Database Management and Publishing

Editing and Proofreading

Education

Journalism

Newspaper Production

Office Products
Packaging
Paper and Board
Photography
PR, Advertising, Marketing
Printing
Professional Advisors/Politicians
Publishing
Stationery and Greetings Cards
Typesetting
Web, App and Platform Design and Hosting
Writing – Creative and Professional