



Stationers' Foundation Internship Award Employer Guidelines

How will I benefit as an employer?

You are provided with funding to host a post-graduate intern.

- Each intern will work with you for 6/12 weeks on a project or projects designed both to be of value to your organisation and to enhance the student's skills.
 - Internships can also be offered part-time over a longer duration as an alternative.
 - Your intern can support you with a project or business development initiative that will move your organisation forward.
 - Your intern will provide you with fresh perspectives and bring new talent to your organisation.
 - Hosting an intern can support the diversity goals of your organisation.
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Eligibility

To participate in this scheme your organisation must be:

- **Registered and based in the UK**
Your organisation must be registered and/or trading in the UK to be eligible for the scheme.
- **Either a Charity/Social Enterprise (CIC), SME or institution** operating within one of the qualifying sectors supported by the Stationers' Foundation Bursary Scheme. [see below].
- **Able to provide the intern with a desk or space at which to work**
We consider that an in-person internship is most beneficial to students, but the work project(s) can be partially virtual.
- **Able to provide support and supervision to an intern**
Students will bring many skills, but the internship scheme is designed also to support them in acquiring or enhancing additional skills that will be valuable for their careers. It is therefore required that interns be allocated support and regular supervision to maximise their learning.

Offering an internship exclusively to a graduate who is not:

- A current/previous paid employee/intern
 - A shareholder of the business
 - A relative to the owner(s)/director(s)
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Funding

- **Payment to Intern**
 - The interns on this scheme must be paid the London Living Wage (currently £13.85 per hour). 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.
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Activities

Places on this scheme are limited and in assessing proposals we will look for internships which offer students a range of learning opportunities with clear support and supervision, and which cover skills students have identified as important to them. These include but are not limited to:

- Analysing data/statistical analysis
- Writing reports / features / reviews
- Working to a brief
- Design & digital Communication
- Technical skills
- Presenting/public speaking
- Working with/for clients
- Dealing with financial documents/processes/concepts.

Interns are keen to undertake hands-on projects which involve interacting with a range of employees at various levels and/or departments within the organisation. We aim to offer internships in the sectors affiliated with The Stationers' Foundation Bursary scheme 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

