



Career  
Academy  
internships

## The Career Academy programme

The Career Academy programme links schools and colleges with employers to help prepare young people for the world of work.

At the heart of the programme is the internship, which allows students to apply their learning in a workplace, make a real contribution to their employer, and gain experience and skills that will prove invaluable to them as they set out on their journey to their chosen career.

And it's not just the students that benefit:

**80%** of employers agreed:

*"As a result of my experience,  
I would employ a Career Academy student."*



### Case study: Rob Hawkins, St James's Place Wealth Management

**St. James's Place Wealth Management got involved with Career Academies UK as a CSR initiative**

*"However, it quickly became clear that we were experiencing some very real benefits as a result and that extending our involvement could only enhance those benefits."*

**They have offered over 40 internships to Career Academy students and have gone on to employ 18 Career Academy graduates, saving over £100,000 on agency and recruitment fees.**



*"That's about as real as it gets... Career Academies UK has given St. James's Place great access to talent and interns that have bags of enthusiasm and energy. I would recommend employers of any size get involved with the programme. The benefits far outweigh the small investment in time and effort."*



# The internship

*"Internships provide incredible opportunities for students and businesses alike. From our experience, interns relish the challenge of delivering a job well done and seeing the end results."*

**Ann Newlove, Hull Esteem Consortium LEP Ltd**

**The internship is intended to provide students with real experience of a workplace. Employers are asked to provide the following:**

- ★ A job description including a list of skill requirements
- ★ A formal interview experience
- ★ A six week paid work placement (length differs in Scotland), which may be rotated through different departments
- ★ A staff member (or members) assigned to supervise the intern's work and act as a main contact
- ★ A planned programme of activity aimed at challenging and enhancing the student's skills



## Support and guidance for employers

Career Academies UK values each and every employer supporter who helps to shape a young person's future. We work hard to make this a smooth and rewarding process for all parties. We provide:

- ★ A contact person for the employer, who will manage the intern/ employer matching process and be available to answer any queries
- ★ A detailed toolkit for the host employer, including examples of projects
- ★ Preparation session and logbook for the intern
- ★ Visits from the student's coordinator/tutor to ensure all is well
- ★ Health and safety audit and risk assessment, if appropriate

### Internship timeline

	<b>Scotland</b>	<b>Northern Ireland</b>	<b>Rest of UK</b>
Employers confirm internship places	By Feb	Jan-Apr	Jan-Apr
Deadline for job descriptions	End March	Early May	Mid May
Students matched to intern places	End April	Mar-May	End May
Student interviews	June	May	June
Internship period	End June- End July	Early/Mid June- Mid/End July	Early July- Mid August

If you would like to provide an internship, or to get more information, please contact your local Career Academy Coordinator or Regional Manager. Alternatively, contact Career Academies UK on 020 7986 5494 or [info@careeracademies.org.uk](mailto:info@careeracademies.org.uk)

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