

Made Smarter West of England

Internship guidance



Made Smarter West of England

Contents

Introduction	3
Requirements	4
Application	5
Process	5
Application information	6
Internship information	7
Internship costs	7
Award process	7
Timeframes	8
Monitoring and evaluation	8
Subsidy control	9
Contact us	10

Introduction

The success of embedding digital transformation, analysing the data generated by new systems or supporting new technological processes in a organisation is often dependent upon the skills and knowledge available.

Recruiting a supervised funded intern, who has insights and experience with new technology could help your organisation. Participating organisations on the Made Smarter West of England programme will be given the opportunity to recruit an intern from a pool of the University of the West of England's (UWE) undergraduate, postgraduate, masters students and recent graduates from relevant degree disciplines. This includes courses such as robotics and data science, change management, product design and manufacturing.

The internship will focus on a project over 444 hours full time or part time. The funded intern will work with supervision (equivalent of half a day per week) from an academic or professional whose experience aligns to the participating organisation's challenge, to provide technical expertise and knowledge.



Requirements



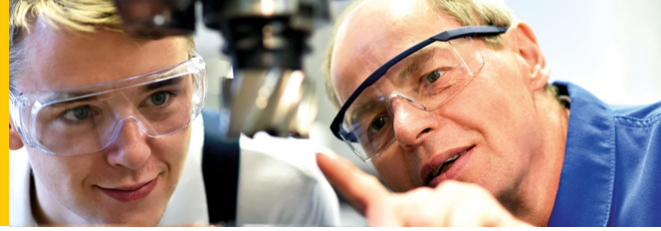
Who can apply?

Please find below the requirement criteria for participants:

- Organisations with less than 250 (full time equivalent) employees
- Organisations that have scheduled or successfully completed their Made Smarter 1:1 Digital Acceleration Sessions
- Organisations must successfully complete a subsidy control form before being accepted for this support

The application form must be completed by the proprietor, a director or a senior leader within the organisation.

Application



Process

Below is an outline of what to expect when applying for a Made Smarter intern.

1. Organisation is accepted onto 1:1 Digital Acceleration Sessions

2. Business submits application for student internship

3. Application is reviewed by UWE who then match you to an appropriate academic

4. Job advert is created by UWE to recruit intern

5. Student applicants interviewed by business and an intern is recruited

6. Internship agreement completed and signed by all parties

7. Internship commences

Application information

To apply for an intern the proprietor, a director or senior manager from the organisation must submit the application before the 1 July 2024.

The organisation will be asked what specialism the intern will need experience of, for example, 3D printing, robotics, data and analytics, cybersecurity etc. The organisation will also be asked for a brief overview of the project they would like the intern to focus on over the 444 hours.

The organisation will also be given information about the recruitment process, payments and the commitment expected from the organisation during the internship and they will be asked how they are hoping an internship will benefit their organisation.



Internship information



Internship costs

The internship is funded by the Made Smarter West of England programme and will cover the cost of paying the intern the National Living Wage. Interns will be employed and paid by the organisation, who will then claim this back once the internship is complete and timesheets have been submitted.

Award process

Once completed the application will be reviewed and, if accepted, the organisation will work with the UWE team to develop a job advert to recruit the intern and if necessary to refine the project to ensure it is achievable before the 31 January 2025.

The UWE team will simultaneously identify a suitable academic or professional supervisor to mentor the intern.

The advert will be placed on a jobs portal by UWE's internship team. Applications will then be sent directly to the organisation, who will shortlist, interview and appoint the intern.

There are limited internships available under the Made Smarter West of England funding and these will be allocated on a first come first served basis. Please note that securing an internship will be dependent upon the number of applicants and their suitability for the role and the availability of a suitable mentor.

Timeframes

The internship will last up to 444 hours and will be a maximum of 37 hours per week. The internship programme will be running during 2023 and 2024, and can start at any point up to the 1 August 2024. The internship must be completed by the end of January 2025.

All internship applications must be received by the UWE Made Smarter team before the 1st July 2024 in order to allow enough time to advertise for, and appoint an intern.

Please contact helen3.lewis@uwe.ac.uk if you have further queries about the Made Smarter internship programme.

Monitoring and evaluation

UWE is committed to ensuring that the internships offered are a positive and valuable experience for all involved – the organisation, the intern and, in the case of a Made Smarter internship, the academic or professional supervisor.

In order to help us achieve this, all three parties will be asked during their application process what they hope to gain from participating in the scheme. Upon completion of the internship they will also be asked for feedback and to rate their experience of the Made Smarter internship programme.

Six months after the participating organisation has completed all suggested support measures, they will be required by the West of England Combined Authority to submit a post project monitoring and evaluation questionnaire which will provide data to illustrate the impact the project has had in their organisations.

Subsidy control

The subsidised Made Smarter internship is offered as subsidy as defined in Chapter 2, Clause 36 of the UK Subsidy Control Act 2022. The Made Smarter internship may be referred to as 'Minimal Financial Assistance' (MFA).

SMEs will be expected to complete a self-declaration form in Annex A of the 'application form' outlining previous aid before receiving this training. If SMEs have had in excess of £315k of MFA, small amounts of financial assistance or de minimis aid in this financial year and the last two, SMEs will be ineligible for support from Made Smarter West of England.

The subsidy control form is attached to the email that you received this guidance document on. Once completed please return to helen3.lewis@uwe.ac.uk.



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Contact us

madesmarter@westofengland-ca.gov.uk

www.madesmarter-ca.gov.uk/made-smarter/

