**Colleges and Universities Internships**

**Frequently Asked Questions (FAQ)**

1. Where will I be based? Can I work completely remotely?

Regardless of formal base, all staff including those with home working contracts, will be expected to attend South West office bases regularly for team meetings and collaborative working to meet local and regional business needs. In regard to a base location, colleagues can live outside of the South West Region, however, they may be expected to travel to the South West as and when required for the role.

1. What do I need to include in my covering letter?
* In your covering letter you must highlight 1st, 2nd and 3rd choice of directorate as set out in the job description or role descriptor.
* If and how you identify with an underrepresented group.
* Which model of employment you are interested in, whether full time or part time.
* Examples in your covering letter of how you meet the person specification which forms part of the job description.
1. If I am shortlisted after submitting a covering letter, what will I need to do next?

You will need to visit [trac.jobs](https://www.trac.jobs/) and create an online account if you haven’t already done so. You will then need to apply for the vacancy which you are interested in.

1. What is an underrepresented group?

Underrepresented groups are non-dominant groups of the population, such as:

* people of colour.
* people with disabilities.
* people from lower socioeconomic status.
* people who are gay, lesbian, bisexual and transgendered.
* people of a non-dominant religion.
1. I am from a country within the EU; can I still work for the NHS following Brexit?

We would ask you to refer to the information which can be found via the following link: <https://nhsengland.sharepoint.com/sites/thehub/SitePages/EU-Exit-and-our-people.aspx>

1. What is the minimum number of hours I can work?

Currently this is 3.75 hours.

1. What equipment will be provided?

It is an expectation for those undertaking a summer internship that you will provide your own laptop and be able to connect to the internet. For the year long placement, whether that is full time or part time, you will be provided with a laptop, but you will be expected to be able to connect to the internet at your own expense.

1. Can students who will have graduated when the internship commences apply?

Yes, you can.

1. Do you need to have a work history?

No, you don’t need to have a work history.

1. Is there a link which I can use to apply?

In the first instance, students are asked to apply by emailing their CV and a covering letter to: england.swhrod@nhs.net

1. Can the part-time internship be done whilst I’m still a full-time student?

Yes, it can.

1. Must the internship be done during a placement year?

No, the internship doesn’t need to be done during a placement year. You have the option of doing a part-time internship whilst still studying full-time.

1. Do you offer short term summer internships?

Yes, we do but these are unpaid, and you would need to provide your own laptop.

1. I’m confused about the NHS band structure, and I don’t know where I would fit in.

Internships are currently offered at Agenda for Change pay band 3 which is approximately £23K per year, pro rata for part time hours.

1. Would the NHS sponsor a visa for a permanent position?

The NHS does not sponsor work visas through the internship programme. You have to have all relevant work permits/residency to be able to work for the NHS either as an intern or on a permanent basis.

1. What is the eligibility criteria?

You must be a minimum of age 16, and a student who is studying towards a level 3 qualification or higher.

1. Is the summer internship online?

We offer a variety of working styles, and it is possible to work remotely but there may be a requirement for you to attend one of our offices for face-to-face collaboration.

1. Is this tailored towards undergraduates, masters, or PhD students?

The Internship Programme is for college students and undergraduates. However, we encourage any university student to apply as we have previously had masters’ students take up a placement.

1. Can I only apply for one placement?

We encourage you to chose three Directorates which you would like to work in.

1. What sort of characteristics are looked for in an internship applicant?

NHS England has a set of values and behaviours which it expects all staff to uphold. These values are:

* Respect and dignity.
* Commitment to the quality of care.
* Compassion.
* Improving lives.
* Working together for patients.
* Everyone counts.

 Our expected behaviours are:

* We prioritise patients in every decision we take.
* We listen and learn.
* We are evidence based.
* We are open and transparent.
* We are inclusive.
* We strive for improvement.