

Santander Placement Scheme – Employer FAQs 2019

Key dates for the scheme

As an organisation you would need to offer a placement of one to ten weeks full time or part time equivalent, to an Open University student. The placement can start at any time between now and 1st November 2019. All placements need to be agreed by 30th September 2019.

What employers are eligible to take part?

This programme is open to small and medium sized enterprises (SMEs) with 250 employees or less, and which have an annual turnover of £50 million or less. They must be registered and based in the United Kingdom.

Eligible organisations include companies, sole traders, partnerships and charities.

Participating SMEs can recruit a maximum of 2 interns through each cycle of the programme.

SMEs can continue employment of the student passed the agreed placement length, however no further funding will be available for this.

What are the advantages of taking Open University students?

All Open University students study part-time and most come to The Open University as mature students. To study successfully with us, our students need to be highly motivated, self-disciplined and have strong organisation skills. Our students are diverse and are likely to have a range of work and life experiences. They also bring the academic knowledge and skills from their specific subject areas, which could be one of the following:

- Arts and humanities
- Business and management
- Computing and IT
- Education, childhood and youth
- Engineering, design and technology
- Environment and development
- Health and social care
- Languages
- Law
- Mathematics and statistics
- Psychology and counselling
- Science
- Social Sciences

What can the students do whilst on placement with us?

The important thing is that the placement is meaningful for both your organisation and the student. We can discuss potential roles with you and agree final details with the student. Students may be looking for a placement to gain valuable work experience in a particular sector or industry. They may want to enhance their CV, develop their skills, and/or gain experience in a general work environment.

The work on placement may include, but isn't limited to:

1. undertaking background research to scope the viability of a project
2. leading on the delivery of a specific short term project
3. organising an event
4. developing communications such as newsletters and social media accounts
5. particular technical work linked to the student's degree

How will the student placement be made?

Once you have decided that you would like to be part of the programme, we ask that you complete a short [expression of interest form](#). Once you have completed this we will ask you to provide us with a job specification. You are encouraged to use your own selection process to decide on the suitability of a student for placement. You may have your own application forms or prefer to ask for a CV and covering letter.

We will then promote your role to students who may be looking for a placement opportunity. You are under no obligation to accept a student for placement if you feel they are not suitable.

Once you have agreed on your student placement, you and the student need to confirm the arrangements with The Open University, complete a placement contract and we will register you on the Santander Universities programme portal.

There will be a short questionnaire to complete at the end of the placement to help us evaluate the programme.

How does the funding work?

Students will be paid a minimum of £300 per week based on a **35 hour week**. Some or all of this will be paid by Santander, depending on the length of the placement. For placements of up to 2 weeks, Santander will pay for the student in full, for placements of 3-10 weeks you will need to pay the student £150 per week, which Santander will match.

Internship length	1 Week	2 Weeks	3 Weeks	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks	9 Weeks	10 Weeks
Santander Funding	£300	£600	£450	£600	£750	£900	£1,050	£1,200	£1,350	£1,500
SME Contribution	£0	£0	£450	£600	£750	£900	£1,050	£1,200	£1,350	£1,500

How will the student get paid?

The Open University will pay the student placement funds to you directly and we ask that you administer the payment to the student. To transfer the Santander funding, we ask that you complete a New Supplier Form so that your organisation can be set up on our payment systems. Once your details are confirmed we will set up a transfer of the Santander contribution to the student's payment. This whole process can take between 2-4 weeks so in the case of a short-term placement we ask that you guarantee payment to the student in advance of receiving the Santander funding from the Open University.

Am I guaranteed a student placement?

The Open University will make every effort in promoting placement opportunities to interested students in your area, unfortunately though we cannot guarantee you a student placement.

What do I do next?

If you are interested in being part of this scheme, please complete an [expression of interest form](#).

If you would like to discuss being part of the this programme in more detail please contact careers-service-employers@open.ac.uk