

Organisation Expression of Interest (EOI) for Internships Opportunities

Introduction

Cambridgeshire and Peterborough Combined Authority (CPCA) Growth Works with Skills requests Expression of Interests (EOI's) from organisations interested in taking on a match funded Intern. It is the expectation that organisations that take part in the internship programme have sustainable job opportunities for the intern to move into after the project, for example: apprenticeship opportunities or other progression. Due to Growth Works with Skills responsibility of ensuring the UK Shared Prosperity funding (UKSPF) is used appropriately and the internship programme is of a high quality, we need to complete due diligence checks.

Commitment Requirements

Growth Works with Skills met with employers and other stakeholders in consultation for the internships programme, giving them the opportunity to inform elements of our programme and ensure it works for all. We developed as part of this consultation, a process for delivery elements of the internship, that we agreed all form important aspects of good quality internships:

1. Preparation and Job description.
2. Recruitment and Selection.
3. Induction and introductions.
4. Supervision, support, and mentoring.
5. Reporting Requirements and feedback.

1 Preparation and Job Description

Before embarking on the process of taking on interns the organisation should consider:

- Designing an internship programme to give an intern experienced support, mentoring and training, your offer will depend on the size of your organisation and its available resources.
- Ensuring that you have the equipment and resources in place that the intern will need to carry out their job role, including IT equipment, software, and access to complete their duties.

As part of the due diligence process, we require a full job description that can also be used within the job advert. If an internship is to be beneficial to both the employer and the intern, it is essential that the intern is given as much responsibility and diversity as possible. The Job Advert/ Description Should Contain:

- Length of the internship (13 weeks), working hours, and the expected start date
- Main duties of the intern job role (the more explicit, the better-suited applicants you are likely to get)
- If the internship is to have partial or total remote working (can be stated 'possible' if required)
- Salary and whether you are offering any expenses.
- What teams/projects the intern will work on
- Any prior qualifications and experience are beneficial for the application.
- A clear statement about the realistic possibility of the internship developing into a permanent position or, alternatively, the purpose of the internship on offer (e.g. to gain skills in a particular field).

64% of people would be more likely to apply to a role if it clearly and transparently explained the essential skills required in the job description. To make skills requirements clear, organisations need to consider the language used especially any specific and technical language that you are used to within your organisation.

2 Recruitment and Selection

Alternative recruitment methods help to find and obtain talent without the traditional CV and covering letter, however, give candidates an opportunity to demonstrate their skills rather than just talk about them, and organisations could still find your latest "star".

There are a wide range of alternative recruitment selection processes being used for example: task-based testing, geared to the skills and qualifications of applicants relevant to the role. Methods for interns could look at the necessary: problem-solving skills, teamwork, communication, their potential for growth, enthusiasm, and commitment to the values of your organisation, rather than qualification and technical requirements.

It is beneficial for interns that may not have a detailed employment history (reason to do an internship), and much of their relevant skills and experience may be from their school, university, or extracurricular activities. If you intend to have the intern working on a particular project, it is a good opportunity to ask questions about how they would approach it and ideas they might have, they may suggest something you have not thought of!

3 Induction and Introductions

You should include the following elements in your intern introduction programme:

- An introduction to your organisation, including its history, products and services, culture, and values.
- Information on how your organisation is structured and an introduction to the members of your organisation, including those that the intern will work with on a regular basis or work shadow.
- Who will be providing supervision, support and mentoring and how and when that will take place.
- A tour of the facilities where the intern will be working, including work and 'breakout' areas, where to get food / drinks from, where the nearest toilets are and where the fire exits are situated.
- Health and safety information (this is a legal requirement)
- Advice and guidance on working remotely (if that is part of the role), whether you have any monitoring in place for remote workers and how that will apply to them.
- What data you process concerning them, (as required by data protection law)
- An outline of the job requirements (job description), including a discussion of the day-to-day duties and any short/ long-term objectives that are relevant (for example, projects that they will work on).
- Discuss and read company policies, so the intern is confident that they understand what is required.
- How to complete the required timesheet, you may also want to suggest that the intern keeps a diary/ record of their experience, for their own benefit.

4 Supervision, Support and Mentoring

Interns may come from a range of backgrounds, some may have significant experience in the workplace whilst for others this may be their first job, the way that they are managed is crucial. Good supervision will make the intern more productive whilst quickly developing their knowledge, skills, and behaviours to become fully competent members of the workforce and become more self-sufficient as the internship progresses.

Organisations should ensure that there is a dedicated person who has ring-fenced time in their work schedule to supervise the intern and conduct regular performance reviews. The same person should also be available to provide ongoing feedback to the intern, be their advocate and mentor during the period of internship and conduct a review as the internship comes to an end to evaluate the success of their time with the organisation.

We recommend that mentors should be allowed time to properly support interns with the following duties:

- Building a supportive working relationship with the intern, helping them to prepare and feel confident.
- Meet the intern each day during their first week, (if working remotely this can take place online).
- Act as a point of contact for any concerns and questions that the intern might have.
- Check the intern is meeting their targets and be confident to handle any 'difficult conversations'.
- Give firm guidance for improvements, as well as positive feedback when the intern is doing well.
- Complete regular reviews with the intern about their work and discuss career options for the future.
- Encourage the intern to complete the relevant participant surveys on their progress.
- Discuss challenges identified and/or successes and achievements, how they can develop their performance and contribute to the organisation, or if any support measures or adjustments are needed.

5 Reporting Requirements and Feedback.

At the start of each internship, Participants will complete a short starter survey to score themselves in several areas such as motivation and confidence etc. These will be followed by regular feedback surveys during and at the end of the internship. The organisation is expected to encourage participants to complete these surveys.

A review after the first week will be completed between the employer and the intern, followed by regular reviews of progress, and an exit review. Both the organisation and the intern will be able to give feedback on their experience in these reviews, giving both the opportunity to reflect on its own performance. Growth Works with Skills will provide the documents for this, which the organisation will return once completed.

Destination and Job Outcome tracking will be collected to evidence the impact of the programme, this will be gained from the participant exit survey and the employer by Growth Works with Skills. Good quality case studies/ surveys will also be obtained from participants and organisations to measure the impact of the project and further promote the Internships for marketing purposes. On completion of the internship, the organisation will be expected to provide interns with a reference letter (where appropriate) detailing the work they have undertaken, skills and experience gained.

The Maximum Value for internship funding from UKSPF/ Growth Works with Skills is £ 2,230.80. Based on 50% match funding of the national Living wage (£11.44ph) for a 30-hour week over a 13-week internship. The national Living wage only applies to those of 21 years or above, if the Intern is below 21 national minimum wage applies, from April 2024 this is £8.60 per hour for an 18–20-year-old and £6.40 per hour for under 18's. For interns who are younger than 21, and/ or completing less than 30 hours per week or does not complete the full 13 weeks expected the maximum amount over the term will be less.

Growth Works with Skills will only pay a maximum of match funding where evidence is provided by the organisation demonstrating the time completed by the intern and the evidence that the intern has been paid. CPCA Growth Works with Skills will pay claims monthly by BACS when they have been processed and agreed. Evidence required for the claim should be submitted monthly including (but may not be exhaustive of):

- Growth Works with Skills time sheet, fully completed and signed by the Intern and organisation.
- PAYE information on wage slip for the intern.
- Bank Defrayal showing that the intern has been paid.
- An invoice for 50% of the wages (to the agreed amount)

Regular “catch-ups” with the organisation will be carried out with Growth Works with Skills, to offer support and ensure that requirements are met leading to high-quality internships and maximum impact for all. Further support and signposting will be offered for the organisation where required and recorded on an action plan.

Selection Criteria for Organisations

Applicants will be assessed against the following criteria:

- Extent to which the Expression of Interest meets the commitment requirements and aligns with the CPCA, Growth Works with Skills internships programme expectations.
- How appropriate professional and ethical standards are met, supported by the requested statements in the Expression of Interest and attached requested documentation.
- Whether the organisation is deemed by CPCA Finance (after checks) to be in a sufficient financial position to carry out the internship and have appropriate insurance.
- Ability to deliver the internship programme within the timescale required.

Privacy Notice

The CPCA is the Data Controller for Growth Works with Skills. The processing of any personal data is for the purpose of providing skills services, and related interventions including providing match UK Shared Prosperity

funding (UKSPF) for internships, and evaluation of this work. Any data is processed in compliance with Data Protection Law and as per the CPCA's [Privacy Policy](#).

We will collect your information to enable us to carry out the functions of the CPCA Skills Brokerage services, for research purposes, and contract management assurance. Any information that is shared publicly will be anonymized, for research purposes or the use of transparency in how we are using public funds (UKSPF).

When you submit the EOI the CPCA will process the information you have provided, this information will be used to contact you about services you have registered your interest in. We use personal data we collect to:

- Send information about our work.
- Improve the services we offer to you.
- Contact you for feedback on a service we provide to you.
- Outcome and Destination tracking.
- Create case studies for marketing purposes.

The CPCA may use your data to create case studies that will be published via our official websites and/ or social media channels. We only use your data for marketing purposes with your consent.

As part of the data collection, we collect the following personal information: Name and contact details, including Email Address and Telephone Number. We collect information only where we need to and law permits. Under UK General Data Protection Regulation, our lawful bases for processing this information are:

- We need it to perform a public task- It is necessary to collect data from users to effectively access the service and to evaluate outcomes.
- We have a legitimate interest – we collect data as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party.

The CPCA keeps your personal data for a maximum of 3 years, after which it will be securely destroyed. CPCA may keep a pseudonymized version of your data for research purposes, kept for a maximum of 20 years. Data will be securely stored on an electronic file management system that a limited number of CPCA staff will have access to, however we may have to share some details with UKSPF to draw down relevant funding.

Your data protection rights - Under data protection law, you have rights including:

Right of access - You have the right to ask CPCA for copies of your personal information.

Right to rectification - You have the right to ask CPCA to rectify personal information you think is inaccurate. You also have the right to ask CPCA to complete information you think is incomplete.

Right to erasure - You have the right to ask CPCA to erase your personal information in certain circumstances.

Right to restriction of processing - You have the right to ask CPCA to restrict the processing of your personal information in certain circumstances.

Right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Right to data portability - You have the right to ask that CPCA transfer the personal information you gave CPCA to another organisation, or to you, in certain circumstances.

For further information - see the CPCA's [Privacy Policy](#) or contact the CPCA's Data Protection Officer:

DPO@cambridgeshirepeterborough-ca.gov.uk

Cambridgeshire & Peterborough Combined Authority, 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN.

Complaints - If you wish to raise a complaint about how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter. Contact details are provided above. We hope that we can address any concerns you may have, but if you remain unhappy you can contact the Information Commissioner's Office (ICO). For more information, visit: ico.org.uk.

CPCA Internships Expression of Interest (EOI) Questions

If your organisation is interested in match funding from UKSPF/ Growth Works with Skills to take on an Intern, please complete all sections in the Expression of Interest (EOI) form, ensuring that you address each criterion and sufficient information is given and requested evidence is supplied as required.

In the event of any questions or queries in relation to this EOI, and to return the completed EOI please email: Internships@cambridgeshirepeterborough-ca.gov.uk

Please note that CPCA Growth Works with Skills reserves the right to:

- Carry out due diligence checks on the organisation.
- Abandon the process at any stage without any liability to CPCA or Growth Works with Skills; and or
- Require the organisation to clarify its EOI in writing and if the organisation fails to respond satisfactorily, this may result in the organisation not being able to draw down match funding.

Organisation Information

Organisation:	
Contact Name:	
Job Title:	
Contact Email:	
Contact Telephone/Mobile Number(s):	
Website Address:	
Address Line 1:	
Address Line 2:	
Town/ City:	
Postcode:	
Organisation/ Charity Registration Number:	
VAT Registration Number (If applicable):	
Organisation Status: e.g. Sole Trader, Partnership, Public Limited Company, Private Ltd Company, Voluntary & Community Sector, Charity, Small and Medium Enterprise, Other	

1. Why does the organisation want to recruit an intern? Please provide a brief statement of your reasons.
2. We expect that the organisation aligns its values with the CPCA's values of staff treatment and respect. Please provide a short description of your organisations, including background and values.
3. We expect the organisation to provide a good Quality experience for the internship. Please detail how you will coach, mentor, and support the intern and how the internship will be delivered by your organisation.

4. What would your organisation see as the main challenges in delivering this internship and how will you work with Growth Works with Skills to overcome them?

5. Please indicate below which of the policies your organisation has in place. Please attach copies of relevant policies. * Safeguarding policy is only required if an intern is between 16-18, however advisable for all organisations to have one.			Required Evidence attached
Policy In Place	Yes	No	Yes/No
Sustainability Policy			Yes/No
Health & Safety Policy and Risk Assessment of Premises			Yes/No
Equality & Diversity Policy			Yes/No
Code of Conduct / Behaviour Policy			Yes/No
Bullying and Harassment			Yes/No
Whistleblowing Policy			Yes/No
Safeguarding & Prevent Policy (*if applicable)			Yes/No

6. Do you have a written Data Security policy (Yes/No)? If you do NOT, please explain how you ensure that personal information is protected, stored and/or processed.	Required Evidence attached.
Yes/No	Yes/No

7. We want to ensure that your organisation or in its supply chain there is no servitude or forced labour, slavery, human trafficking, arranging, or facilitating the travel of people with a view to exploitation or conducting any activities containing violation of human rights. Please confirm that your organisation and supply chain comply with the Modern Slavery Act 2015. * It is a legal requirement if an organisation has an annual turnover of £36 million or more that they have a Modern Slavery Statement	Evidence attached * if required.
	Yes/No

8. Please provide details of your insurances (e.g., Employer’s Liability Insurance, Public Liability Insurance, Professional Indemnity Insurance) and the size of cover provided. Please attach copies of relevant insurance certification.				Required Evidence attached
Name of insurance	Insurance Number	Amount (£)	Name of provider	Yes/No
Employer’s Liability				Yes/No
Public Liability				Yes/No
Professional Indemnity				Yes/No

9. Please provide details of your organisation’s turnover and profit over the last 3 years. If necessary, Growth Works with Skills may require further financial information.

Year	
Year	
Year	

10. To support Growth Works with Skills due diligence process, please confirm that you would be prepared, if requested, to provide audited accounts of your organisation for the last three years or other financial statements. If not, state the reasons for this.

Internship Offer

11. What is the job role the organisation is hoping to fill with the internship. Please provide job description. (*Please see above what the job description should include.)	Required Evidence attached
	Yes/No
12. What recruitment method selection processes will you use for our internship applicants to ensure that the application process is fair, open, and accessible?	
13. What training and induction is your organisation able to provide for an intern?	
14. Will there be the possibility of sustained employment with the organisation for successful interns at the end of the internship? If so, please briefly describe what the available offer could include (e.g. apprenticeship)?	
Yes/No	
15. Will the organisation be providing (appropriate) References for the intern at the end of the internship?	
Yes/No	

Declaration

I, the undersigned, hereby declare by marking an X in the box:		
<ul style="list-style-type: none"> • That the information provided is complete and accurate. • That no match funding will be available, until both parties have executed the formal contract document and an instruction to proceed has been given by Growth Works with Skills in writing. • That I understand the commitment requirements to administrate the internship. • As the employer, I confirm that it is my responsibility to ensure that the intern will be: <ol style="list-style-type: none"> 1. Always treated with respect. 2. Supported and trained appropriately for the tasks that they are asked to complete. 3. Given as much access to learning and development opportunities as possible. 		
Organisation:		
Name:		
Position Held:		
Date:		