Welsh Valleys Summer Internships:

Supporting future career pathways for students

Applicant guidance document 2019

Deadline: 13 May 2019 at 12pm

Overview

Welsh Valleys Summer Internships

Students from disadvantaged backgrounds are provided with the opportunity to develop technical and personal skills through work placements in the local engineering and technology industry to support possible future career pathways.

The fully-funded summer work placement Internships will be awarded to promising students from under-represented groups undertaking two-year full-time engineering courses in either Coleg Gwent or Merthyr College. The internship will take place in the summer following the first year of study.

Maximum bursary of £1,250

For promising students from Coleg Gwent and/or Merthyr College

Aim and Objectives

The Welsh Valleys Summer Internships programme aims to support young people to develop skills to help them in their future careers and to raise awareness of local industry.

The main objectives of the programme are to:

1. Accelerate the personal and professional development of Internship awardees by providing them with fully-funded summer work experience placements of up to 4 weeks with a local technology/engineering employer, providing a valuable addition to their CV before commencing the second year of their studies.

2. Support and enhance Welsh Valleys students' studies during the second year of their course by enabling additional training to address skills gaps identified during their work placement

3. Provide awardees with valuable experience and social capital at the outset of their careers

4. Help to address the UK's shortage of professional technicians by promoting greater diversity and inclusion in UK engineering

Academy support

If successful in the application process, the student receives support, such as:

Primary
A maximum value of £1,250 as follows: £37.50 per day for each day of the internship completed up to 20 days (total £750) and further £500 to address any training needs identified (if necessary).

Additional
Support from the host company and the student's College Champion (The host company is responsible for day to day management of the project, and the College Champion for supporting the student through the process of application, attending the internship and submitting their report and personal development plan to the Academy.)

Eligibility criteria

- The programme is only open to students from the following specified colleges: Merthyr College and Coleg Gwent

- To be eligible, students must be in year 1 of a 2-year full-time engineering course. The internship will take place in the summer following first year of study.

The Academy is committed to diversity and inclusion and encourages applications from women and other groups who are currently under-represented across engineering

If you have any questions regarding your eligibility or the Internships, please contact Lynda Mann, Head of Education Programmes, at **lynda.mann@raeng.org.uk**

What to expect

Project, Reporting and Progress

The awardee (Intern) is expected:

• to complete a project identified by the host company

• to complete a daily logbook and timesheet to track their progress on work placement and identify any training needs identified by the host company

• to write and submit a two-page report summarising the experience and skills they have gained on the Internship and how this will support their future career

• upon return to college to work with their tutor/college champion to formulate a personal development plan around any training needs identified, and demonstrate how this could be addressed using the £500 available for additional training.

Bursary

Students who are successfully placed receive an educational bursary of **£37.50 per day** for each day of the internship completed up to 20 days (**total £750**).

The funding will be paid at the end of the Internship by bank transfer, subject to all the relevant reports having been submitted. An advance to **support travel costs of up to £300** can be requested at the time of application if required.

In addition, **a further £500 is available to address any training needs** identified and will be paid on submission to the Academy of an approved personal development plan.

Celebration event

In 2019/2020 it is planned to hold a celebration event, allowing the interns to present their work and share their successes.
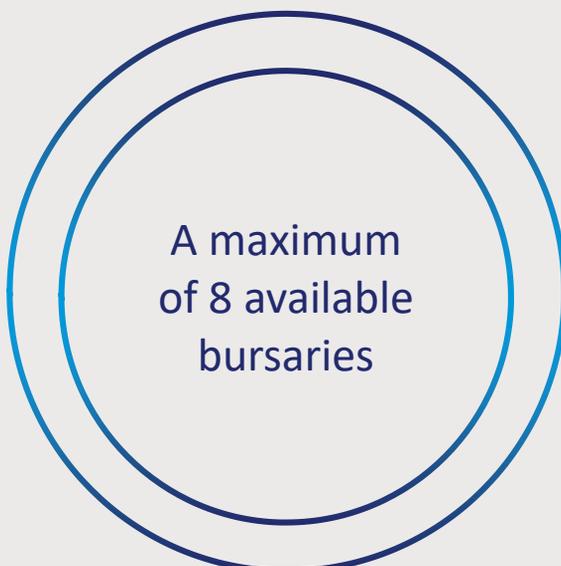
How to apply

The student is the person who must apply to the programme. All applications must be submitted via the Academy's Grant Management System (GMS), available here: https://grants.raeng.org.uk. You must first register with the system (if not already registered) and provide some basic log-in details to create a profile. Once you first register on the system it will require at least 10 minutes before you can log on for the first time.

After logging in to the system via the Academy website you must select the Welsh Valleys Summer Internships (from the **RAEng Portal**, top left side of the screen) You should be presented with the **'Instructions'** screen. You have to click the *I have read and understood the above instructions* box and then click the *Start* button.

The application form has five sections and should take approximately one hour to complete. A summary of the guidance notes is embedded within the system itself. However, the guidance notes below are more detailed so we recommend you keep this document to hand.
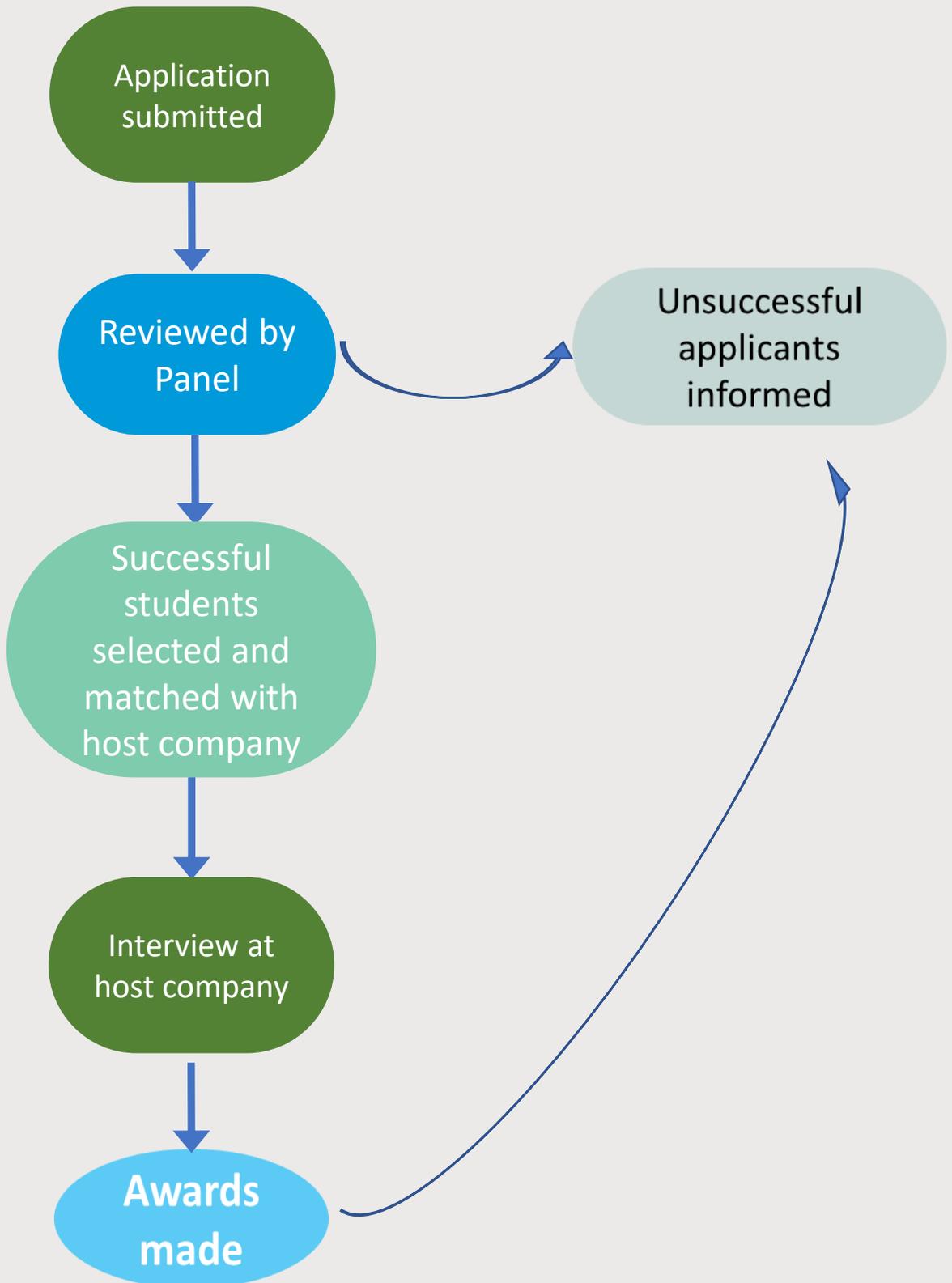
The primary purpose of this application form is to identify whether the applicant meets and satisfies the aims of the scheme.

You will have the option to download a pdf of your application after submission, which may be useful for future reference.

A maximum of 8 available bursaries

The applicant journey

Application submitted

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Reviewed by Panel → Unsuccessful applicants informed

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Successful students selected and matched with host company

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Interview at host company

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Awards made →

Questions: Section 1
Personal Information

As a registered user, the form should autocomplete your name and contact details. You must ensure your email address and telephone number are recorded accurately, as this will be how the Academy will contact you regarding the application. Also, **you must provide an email address that will remain valid for the entire internship period.**

	Question	Information
1	Year of study confirmation *[ticking box]*	To qualify for the internship you must be in year 1 of a 2-year, full-time engineering course. By ticking the box you confirm the above mentioned statement
2	Means of traveling *[check box]*	Tick the box containing the means of traveling to the host company that applies to you
3	Advance for travel costs *[check box]*	Here you are required to mention if you need to receive an advance of up to £300 to support your travel costs to the host company

Questions: Section 2
Education

	Question	Information
1	College [check box]	You must choose the college you are currently studying at (Coleg Gwent or Merthyr College)
2	GCSE and other school qualifications [table]	You are expected to list your GCSE and/or other school qualifications, with grades\levels where known
3	Current qualification and course [textbox]	You are required to list the full name of the qualification you are currently undertaking
4	Post-college plans [check box]	Here you need to choose what education plans you have after you finish college studies
5	Details on post-college plans [textbox]	Here you need to give details on what education/employment plans you have after you finish college studies
6	Offers [check box]	Here you must state what *type of university/apprenticeship or job offer you have (if applicable). *"Conditional" means that you still have to meet certain requirements (e.g. grades, scores, subjects) "Unconditional" means that you have already met the entry requirements or there are no entry requirements, so the place is yours

Questions: Section 3
Internship

	Question	Information
1	Internship gain *[textbox, max. 300 words)]*	Please state what you are hoping to gain from the internship, if offered
2	About you *[textbox, max. 300 words)]*	Tell us a bit more about you as a person. Please include your hobbies and interests, your skills and experience and how these would help the potential host organisation during the internship. If applicable, please describe any other work experience as well.
3	Topical engineering and technology issue *[textbox, max. 300 words)]*	Here you are required to choose a topical story about an engineering and/or technology related issue that you have come across in the Welsh Valleys and say why you support or question it. Also, please describe what applications of science or engineering might be used to find a solution to it.
4	Other commitments *[textbox]*	Please state if you have any pre-planned courses, summer jobs or other commitments that might coincide with the Welsh Valleys Summer Internship scheme. This is generally not a problem – we will work to try and find a mutually beneficial time for the internship to be completed. Please put N\A if not applicable.
5	Company/Area preference *[textbox]*	Please state if you have a preference for the type of company or area of engineering/technology you would like an internship to cover.

Questions: Section 4
Referee Details

Please note that the Referee should be one of your tutors, NOT your College Champion. Please talk to them before applying for the internship.

The College Champion is the person who will be part of the selection panel and who will offer you support through the following: application process, attending the internship and submitting the mandatory report and the personal development plan, if necessary, to receive the additional £500 for personal development.

	Question	**Information**
1	Tutor's name *[textbox]*	Please write your referee's name, once you have talked to them and have received their approval.
2	Written reference *[file upload]*	You need to request and upload a written reference from the referee. This should include the following: attendance rate, academic standing, confirmation of course being undertaken and course duration. The reference should also state which year of study you are currently in.

Questions: Section 5
Applicant declaration

In this final section it is mandatory to confirm that all the information provided in the Application is wholly accurate at the time of submission and that you have the permission of any person you have included contact details for.

Please note that any false information will disqualify you from receiving the bursary.

Good luck!

Assessment of Applications

Applications will be reviewed and assessed by a selection panel comprising of the College Champions, the Welsh Valleys Engineering Project Coordinator and a representative of the Royal Academy of Engineering. They will consider the eligibility of the applicants.

Applicants will be notified whether their application has been successful by **31 May 2019.**

IF SUCCESSFUL

The interns will be matched with placements by the selection panel based on skills and interests. Interns will then be interviewed by the host company in June before offers are made.
If the interview is successful, the internship will take place in July or August, as agreed between student and host company. Also, the host company, student and a representative of the Royal Academy of Engineering will then sign a memorandum of understanding to confirm the expectations of all parties involved in the internship.

Post-internship, the students are also required to submit the following using the Academy's grant management system:

Anytime following completion of placement, but no later than 18 September 2019
- **a timesheet** signed by themselves and a representative from the host company – this will also confirm the number of days students were placed (a template will be provided)
- **a two-page report** reflecting on the experience and skills gained during the internship and how this will support future careers, highlighting any training needs identified by the host company

By 31 October 2019
- in order to release the £500 for personal development: **a personal development plan** around the training needs identified during the internship. This should demonstrate how the needs identified could be addressed using the additional bursary (a template will be provided). This should be developed with the tutor\College Champion and submitted via the Grant Management System. Once approved, funding will be released.

By 29 May 2020
- **A final one-page reflective report** will need to be submitted at the end of the training which should focus on the benefits of the training to the student.

Information

Key dates

The **application round opens** on Monday 08 April 2019.

The **application round closes** on Monday 13 May 2019 at 12pm.

The **successful applicants** will be **notified** by Friday 31 May 2019.

Student **interviews at host companies** will be held in June 2019.

Internships take place during July or August 2019.

Submission of **timesheet** and a **two-page report** anytime following completion of Internship, but no later than Wednesday 18 September 2019.

The **personal development plan** (if applicable) following internship should be submitted by Thursday 31 October 2019.

Submission of **reflective report** following training by Friday 29 May 2020.

Contact

If you have any questions about your eligibility, the programme, or problems with your application, please contact Lynda Mann, at lynda.mann@raeng.org.uk

About us

The Royal Academy of Engineering

We bring together the most successful and talented engineers from across the profession – our Fellows – to advance and promote excellence in engineering for the benefit of society.

We harness their experience and expertise to provide independent advice to government, to deliver programmes that help exceptional engineering researchers and innovators realise their potential, to engage the public with engineering and to provide leadership for the profession.

We bring together engineers, policy makers, entrepreneurs, business leaders, academics, educators and the public in pursuit of these goals.

Engineering is a global profession, so we work with partners across the world to advance engineering's contribution to society on an international, as well as a national scale.

We have three strategic priorities:

- **Make the UK the leading nation for engineering innovation and businesses**

- **Address the engineering skills and diversity challenge**

- **Position engineering at the heart of society**