**INTERNSHIP AGREEMENT**

BETWEEN

1. **The London School of Hygiene & Tropical Medicine**,an exempt charity within the meaning of Schedule 3 of the Charities Act 2011 (“**LSHTM**”), whose registered office is at address Keppel Street, London, WC1E 7HT;
2. **XXXX** [a registered company in XXXX under company no. XXXX] whose official [registered] address is XXXXX (“Employer”); and
3. **[Intern's Full Name]**, an individual Student currently enrolled at the London School of Hygiene & Tropical Medicine and pursuing [Degree or Course of Study], with an address at [Intern's Address] ("Intern").

Each of the above may be individually referred to as a "Party" and collectively they shall be referred to as the "Parties".

WHEREAS, the Employer agrees to provide the Intern with an internship opportunity as part of the InterMe Initiative in order to support Interns from underrepresented backgrounds, provide career-enhancing opportunities and address barriers to professional experience;

WHEREAS, the Employer and the Intern agree to abide by the terms as set forth in this Agreement, and the Intern agrees to participate in such an internship under the conditions specified herein;

IT IS AGREED AS FOLLOWS:

1. **THE INTERNSHIP**
   1. The Employer agrees to provide the Intern with an Internship within its organisation ("the Internship").
   2. The intention of the internship is to provide the Intern with an opportunity to apply their studies in a real-world workplace and to learn about the Employer’s operations and business.
   3. The School makes no representations to the Intern as to the nature or quality of the Internship or the Employer.
   4. Annex 1 will address any additional terms that may be agreed. The parties agree that if there is any discrepancy in relation to these terms and conditions and Annex 1, then Annex1 will take precedence.
   5. The Intern agrees:
      1. To comply with the Employer's reasonable instructions, policies and procedures during the Internship including but not limited to all reasonable Health and Safety requirements;
      2. To maintain full attendance for the duration of the Internship and to comply with the Employer's sickness and absence reporting procedures where appropriate;
      3. Not do anything, which may bring the School and/or the Employer into disrepute and treat others with dignity and respect.
      4. Notify the School and the Employer in advance of any matter, which is likely to affect the Intern and the undertaking of the Internship including and special health or medical requirements/arrangements.
      5. Take care of their own health and safety and that of their colleagues during the Internship.
      6. Not to divulge to any third party without the Employer's prior written consent any confidential information relating to the Employer's Business to which the Intern is party to during the Internship and which is not already in the public domain; and
      7. To hand over to the Employer on termination of the Internship and solely at their request all documents and other materials belonging to the Employer.
      8. To comply with all Immigration and visa requirements for the Internship, if applicable.
   6. The Employer agrees:
      1. To offer the Intern such a learning experience as may reasonably be expected of the Internship in view of the nature of the Employer's Business and the Employer's reputation in the market;
      2. To offer the Intern such a learning experience as may reasonably be expected of the Internship in view of the InternMe initiative's goals of:
         1. Providing work and learning experiences for Interns from underrepresented backgrounds;
         2. Enhancing participants' employability skills and career exploration; and
         3. Offering flexible working arrangements to accommodate academic commitments.
      3. To provide a flexible working arrangements, including specifically:
         1. A total internship duration of 20 hours;
         2. Flexible scheduling to align with the intern's academic commitments; and
         3. Willingness to work around the Intern's study schedule.
      4. The key duties and responsibilities of the intern during the internship are:
         1. ….
         2. ….
         3. ….
         4. The person responsible for the intern in the Employer’s Business is:
      5. To provide the Intern with a safe working environment and to offer the Intern equivalent work facilities and amenities as those provided to the Employer's employees and to ensure that they comply with all U.K. Health and Safety legislation. This includes ensuring health and safety requirements/checks are in place for the Intern if they are working remotely.
      6. Comply with UK Equality Act 2010, anti-discrimination laws promote equal opportunities within the Employer.
      7. Ensure that the Intern’s line manager at the Employer is available to support the Intern during the Internship to deal with any concern and/or enquiries that the Intern may have in respect to the Internship.
      8. Take all reasonable steps to ensure that the Intern has adequate guidance and supervision during the Internship.
      9. To offer reasonable guidance to the Intern on the application of local laws and immigration rules that may be applicable to the Internship.
2. **DURATION OF THE INTERNSHIP** 
   1. The Internship shall commence between May and July, with the exact dates to be mutually agreed upon, unless it is terminated early under clause 5.1 and 5.2 below.
   2. The internship will be up to 20 hours per week, with flexible scheduling in line with the academic commitments of the Intern.
3. **STATUS OF THE PARTIES**
   1. Unless it is a legal requirement that the Intern is employed/engaged as worker under the laws and jurisdiction of the country the intern is carrying out the internship, the Parties agree that for the duration of the Internship the Intern shall not be engaged by the Employer as an employee of either the Employer or the School. The onus is on the Employer to ensure that the Internship is carried out in accordance with the relevant laws of the country it takes place in.
   2. The Intern’s initial start date for their programme was \_\_\_\_\_\_\_\_\_\_\_ and the date of the completion of their programme is expected to be \_\_\_\_\_\_\_\_\_\_\_\_\_. Once the programme has completed the intern will no longer be enrolled on their programme of study at the School. Programmes with completion dates in June will receive results in mid-July. Programmes with an expected completion date in September will receive results in mid-November. If the intern successfully completes their programme, they will be invited to attend a graduation ceremony which will be planned to take place in either July, for nine-month Masters and Undergraduate degrees or December for twelve month Masters programmes.
   3. As such, for the duration of the Internship, provided the Intern is still enrolled at the School, the Intern shall remain subject to the School's applicable conditions, regulations, policies and procedures including (but not limited to) the conditions relating to the Intern's programme of study. If the Intern is registered at the School, then the Employer will inform the School of any disciplinary matter that may have arisen in relation to the Intern. If the Intern is no longer registered with the School and/or if the Intern is employed by the Employer, then the Employer will have to apply their own policies and procedures including disciplinary procedures, if required and as set out within any Agreement provided to the Intern by the Employer.
   4. Nothing in this Agreement is to be construed as creating a contract of employment, agency, joint venture or partnership between any of the Parties.
4. **FINANCIAL ARRANGEMENTS**
   1. The Provider acknowledges that:
      1. The Intern will be paid an hourly rate meeting the London living wage standard (currently £13.85 per hour);
      2. The payment will be processed through the LSHTM; and
      3. the Intern will require timesheets approved by a representative of the Provider as proof of completion for payment.
   2. The Parties agree that LSHTM shall not be liable to pay any sum to any party in respect of the Internship.
   3. The Employer shall not be liable to pay any sum to the Intern in respect of the Internship except for:
      1. reasonable travel expenses incurred by the Intern which the Employer agrees to pay on receipt of satisfactory evidence;
      2. other costs, expenses or renumeration (as required by local law of where the Intern is carrying out their Internship) expressly agreed in writing between the Parties and the Intern.
5. **EVALUATION**
   1. The Parties agree to participate in the InternMe evaluation process, which may include inter alia:
      1. The completion of questionnaires at the start and end of the internship;
      2. The provision of feedback on the Intern's experience and learning outcomes; and/or
      3. The support of InterMe Initiative's goals of measuring skills development and career impact.
6. **TERMINATION**
   1. The Agreement shall terminate automatically:
      1. At the end of the Internship Period; or
      2. if the Employer should enter into liquidation, administration, and/or administrative receivership; or
      3. if the Intern’s employment contract (if applicable) should be terminated early by the Employer following the Employer’s normal policies and procedures. The Employer may acting reasonably terminate the Internship for professional, academic, disciplinary or health reasons.
      4. With the prior written agreement of the Employer, the Intern may terminate the Internship on health grounds or for any other exceptional or compassionate reason.
   2. Wherever reasonably possible the Party terminating the Internship shall give sufficient and reasonable notice to the other Parties before terminating.
   3. If a Party is in material breach of its obligations under this Agreement (“the Defaulting Party”), another Party shall be entitled to terminate this Internship Agreement at any time on giving notice in writing to the Defaulting Party, if such breach is (if capable) not remedied or an agreed remedial action plan put in place within the timescales of the notice periods as set out above, of the Defaulting Party receiving written notice of the breach. Any notice of termination pursuant to this clause must set out the reasons for such termination.
   4. Force Majeure. Neither Party will be liable to the other for the consequences of any delays or failures of its performance which are caused by any event beyond the first party’s reasonable control, including, without limitation, acts of God, war, fire, flood, pandemic, epidemic, accident, terrorism, national emergencies, strike and riots. The Party unable to perform their obligations for these reasons must inform the other parties as soon as is reasonably practicable and in these circumstances, the parties may decide to suspend or postpone the Internship to a time when it is able to be performed or terminate the Agreement.
   5. In the event of termination for any reason set out in this clause 5, any outstanding payments to the Intern for work already carried out and/or nonrefundable work expenses, or charges already incurred shall remain payable by the Employer.
7. **INSURANCE AND LIABILITY**
   1. The Employer agrees to maintain adequate insurance appropriate to the Employer's Business (including but not limited to employers’ liability and personal liability or their equivalent) in respect of its liabilities arising under this Agreement in relation to the Internship. In particular, the Employer will insure their legal liability to pay damages to the Intern (or authorised representative if applicable) for death, bodily injury or damage to property arising from the negligence of the Employer on the Employer’s premises and/or during a business activity or work trip.
   2. The School shall not be liable to the Employer, Intern or any third party for any damage or loss, costs, expenses or other claims for compensation which arise out of the Intern’s or Employer’s participation in the Internship, including, without limitation, any liability for the provision of adequate health and safety instruction, equipment and supervision, except where such a claim arises directly as a result of the School’s negligent action or omission.
   3. The School will not be liable for the Intern’s breach of the contract of employment with the Employer, or the Intern’s breach of this Agreement.
   4. The School shall have no liability for any loss however arising in connection with the Internship or this Agreement except where such loss is caused by the School’s negligence or the negligence of the School’s employees.
   5. Nothing in this Agreement shall be construed to limit or exclude any Party's liability for death or personal injury caused by its or its employees’ negligence or for fraud.
   6. The Employer will indemnify the Intern against all losses, claims, damages, costs, and expenses and any other liabilities arising as a result of or in connection with any negligent act or omission of the Employer, its servants and agents, or the Intern whilst under the guidance and supervision of the Employer.
   7. The Employer will indemnify the School against all damages, losses, costs and expenses for which the School may be liable as a result of death/bodily injury to the Intern or any other person and/or damage to property arising out of any negligent act or omission of the Employer, its servants and agents.
8. **DATA PROTECTION**
   1. The Intern explicitly consents to their relevant personal information being shared with the Employer solely for the fulfilment of the internship. Both the School and the Employer agree to fully comply with The Data Protection Act 2018 and UK GDPR/The General Data Protection Regulation (GDPR) in processing any personal data.
   2. The School and the Employer agree all Personal Data relating to the Intern is held securely in accordance with the General Data Protection Regulations (GDPR) (“Data Protection Legislation”) and will not use or disclose such Personal Data for any purpose other than so far is necessary in connection with the Internship.
9. **INTELLECTUAL PROPERTY**
   1. Any intellectual property which is generated by the Intern shall vest in and be owned by the Employer or as otherwise agreed in writing between the Intern and the Employer (“Internship IP”).
   2. All intellectual property introduced to the Internship that existed prior to the Internship or is developed by a Party outside the Internship (“Background IP”) will remain vested in the Party introducing it, and each Party hereby licenses the others a non-exclusive, royalty free right (without the right to sub-licence) to use such Background IP solely for the Internship.
   3. The Employer will not:
      1. make use of the names “London School of Hygiene and Tropical Medicine”, “LSHTM” or any other trade names and/or trademarks of LSHTM in soliciting work for the Employer or for any marketing activity whatsoever or for any other purpose either during its membership of the Scheme or at any time thereafter, in each case without the prior written consent of LSHTM; or
      2. misrepresent in any way the nature of the Employer’s relationship with LSHTM.
10. **CONFIDENTIALITY** 
    1. Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs of the other Party for any other purpose other than to perform its obligations under this Agreement
    2. Each party may disclose the other Party’s confidential information:
       1. To its employees, officers, representatives or advisers who need to know such information, for the purposes of carrying out the party’s obligations under this Agreement. Each party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other Party’s confidential information.
       2. As may be required by law, court order or any governmental or regulatory authority.
11. **ENTIRE AGREEMENT** 
    1. Except for the obligations between the Intern and the Employer as set out in any employment contract (if applicable), this Agreement and Annex 1 constitutes the entire agreement and understanding between the Parties with respect to the subject matter hereof and supersedes any prior agreement, understanding or arrangement between the Parties, whether oral or in writing.
12. **COMPLIANCE WITH LAWS** 
    1. The Parties shall comply with all applicable laws, statutes, regulations and codes including but not limited to those relating to anti-bribery and anticorruption as set out under the Bribery Act 2010, The Equality Act 2010, Safeguarding and Modern Slavery Act 2015 and any other relevant legislation.
    2. For the avoidance of doubt, this Agreement does not replace or substitute any obligations and duties the Employer may have in relation to the Intern as set out under the local jurisdiction of where the Internship is carried out. It is the responsibility of the Employer to ensure that they comply with these local laws in relation to the Intern.
13. **VARIATION** 
    1. A variation of this Agreement shall be in writing and signed for or on behalf of each party to this Agreement.
14. **GOVERNING LAW** 
    1. This Agreement shall be governed by the laws of England and Wales and the Parties submit to the exclusive jurisdiction of the English Courts over any dispute arising in connection with this Agreement.

AGREED by the Parties through their authorised signatories:

Annex 1 – Learning Agreement

Annex 2 – InternMe Business Case Proposal

For and on behalf of **The London School** For and on behalf of **Employer:**

**of Hygiene & Tropical Medicine:**

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Signed Signed

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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Title Title

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Date Date

**Annex 1 – Learning Agreement**

**Sections 1 and 2 of this form should be completed before you commence the Internship.**

**Section 1 – Contact details:**

**The Intern:**

|  |  |
| --- | --- |
| **a) Full Name:** |  |
| **b) Study Level:** |  |
| **c) Field of Study:** |  |

**The Home University:**

|  |  |
| --- | --- |
| **d) Name and address:** | London School of Hygiene & Tropical Medicine is at address Keppel Street, London, WC1E 7HT |
| **e) Department and Faculty:** |  |
| **f) Departmental Coordinator name, email, phone:** |  |

**The Host Organisation:**

|  |  |
| --- | --- |
| **g) Name of Organisation:** |  |
| **h) Address (including postcode) and website where applicable:** |  |
| **i) Country:** |  |
| **j) Number of Employees:** | less than 250   more than 250 |
| **k) Hosting Department:** |  |
| **l) Supervisor name, position, email, phone:** |  |

#### **Section 2**

#### **I. PROPOSED INTERNSHIP PROGRAMME**

|  |
| --- |
| **a) Planned period of the internship**: from [day/month/year] ….…….………….  till [day/month/year] …………………. |
| **b) Number of working hours per week** (minimum 25 hours per week or 12 hours per week for British Council language assistants)**:** |
| **c) Job title:** |
| **d) Detailed programme of the internship period** (tasks to be carried out by the Intern,  deliverables and timeframes): |
| **e) Knowledge**, **skills and competences to be acquired by the intern at the end of the**  **internship** (learning outcomes)   * Advanced language skills: reading, writing, speaking, listening. * Practical experience in the chosen area. |
| **f) Monitoring plan** (how/when the home university and host organisation will monitor the Intern, number of supervision hours, any involvement of a third party e.g. a university within the host country – please specify if so)   * Contact with home university by email. * Monitoring by host organisation**.** |
| **h) Evaluation plan** (assessment criteria used to evaluate the Intern’s progress e.g. initiative,  adaptability, communication, teamwork, organisational and foreign language skills)   * Successful completion of contracted tasks. |
| **j)** The receiving organisation/enterprise will provide financial support to the intern for the internship:  Yes o No o If yes, amount per month:  The receiving organisation/enterprise will provide a contribution in kind to the intern for the internship:  Yes o No o If yes, please |

**II. COMMITMENT OF THE THREE PARTIES**

**Please send the Learning Agreement to your departmental contact at the host company for signature, then sign the document yourself and forward it to your departmental co-ordinator for final signature.**

By signing this document, the intern, the home university and the host organisation confirm that they approve the Learning Agreement and that they will comply with all the arrangements outlined.

Once signed, any changes to the internship programme should be communicated to the home University, and approved by completing Section 3 of the Learning Agreement.

Upon completion of the internship, the host organisation undertakes to complete section 4 (Internship Certificate) within 5 weeks after the end of the internship.

**Commitment:**

|  |
| --- |
| **The Intern’s name:**    **Email: Position:** Intern  Signature: Date: |
| **Home University – Departmental Coordinator:**  **Email:**  **Position:**  Signature: Date: |
| **Supervisor at host organisation name:**    **Email: Position:**  Signature: Date: |

**Section 3:**

**To be completed during the internship if there are major changes to the proposed internship programme**

**Changes to the internship**

|  |
| --- |
|  |

The intern, the home university and the host organisation confirm that the proposed amendments to the internship are approved.

**Approval by e-mail or signature from the Intern, the responsible person in the home university and the responsible person in the host organisation.**

**Changes:**

|  |
| --- |
| **The Intern: Name**    **Email: Position:** Intern  Signature Date: |
| **Home University – Departmental Coordinator:**  **Email: Position:**  Signature Date: |
| **Supervisor at host organisation Name:**    **Email: Position:**  Signature Date: |

**Section 4**

#### **INTERNSHIP CERTIFICATE**

**To be completed at the end of the internship**

|  |
| --- |
| **Name of the intern:** |

|  |
| --- |
| **Name of the host organisation:** |

|  |
| --- |
| **Start and end of the internship:**  from *[day/month/year]* …………….till *[day/month/year]* ……………. |

|  |
| --- |
| **Job title:** |

|  |
| --- |
| **Programme of the internship period including tasks carried out by the intern:** |

|  |
| --- |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |

|  |
| --- |
| **Evaluation of the intern:** |

**Date:**

**Name and signature of the responsible person at the host organisation:**

**Annex 2 – InternMe Business Case Proposal**

**Introduction:**

InternMe is a pilot initiative at LSHTM designed to provide career-enhancing micro-internship opportunities for its students meeting the Widening Participation[[1]](#footnote-1) criteria i.e., from underrepresented and/or disadvantaged backgrounds and experiences.

InternMe aims to mitigate some of the barriers that WP students may a) face in securing and undertaking relevant work experience by offering paid, flexible opportunities that accommodate their academic commitments; b) experience in transitioning into professional employment due to not having relevant work experiences and knowledge.

The project aims to imbue participating students with essential career enhancing and management skills, confidence, experiences, and professional networks and opportunities that will help prepare them for graduation and increase their likelihood of success in their chosen careers.

**Rationale:**

Extensive research over the last decades has highlighted some of the inequalities experienced by WP students, for example, they are less likely to secure professional level employment and are more likely to experience unemployment after graduating: [[2]](#footnote-2)

* A recent report by The UK Faculty of Public Health indicated Black candidates were 90% less likely to be successfully appointed to the public health training programme than white candidates, Asian candidates were 30% less likely.[[3]](#footnote-3)
* In 2020, a report using data from the General Medical Council found that public health had the greatest disparities of all 14 medical specialties, with one in seven ethnic minority candidates appointed, compared with more than one in three white candidates. [[4]](#footnote-4)
* The NHS Staff Survey and the Workforce Disability Equality Standard (WDES) report showed that disabled staff in the NHS (the biggest employer of public health professionals) were under-represented when compared to the general population.[[5]](#footnote-5)
* Another NHS report showed that certain groups across a range of different characteristics, including religion and belief, disability and sexual orientation were less likely to progress to or be represented in higher salary bands (band 8a and above).[[6]](#footnote-6)
* A study published in 2023 showed that WP students were disadvantaged by economic factors – making it difficult, if not impossible, for them to undertake unpaid placements.[[7]](#footnote-7)
* Where students regardless of background, were able to get relevant industry experience, they students were more likely to be in employment after graduating and more likely to be engaged with leadership or professional development activities.[[8]](#footnote-8) And for students from WP backgrounds relevant industry experiences helped to negate some of the adverse outcomes associated socio-economic effects on employability prospects. [[9]](#footnote-9)
* A study in 2021 found WP students were more likely to undertake Postgraduate study if there was an option for them to undertake work experience that provided meaningful links to industry.[[10]](#footnote-10)

**Aims for InternMe:**

* Provide work and learning experiences for students from underrepresented backgrounds in the public and global health sector.
* Enhance participants' capacity for action, employability skills, career exploration, and industry knowledge while fostering networking opportunities with potential employers.

**Benefits for students:**

* Equip students with valuable employability and career enhancing skills, and gain industry-specific knowledge and commercial awareness.
* Provide hands-on work experience to enhance student’s readiness for future career opportunities. The unique format of participants sourcing their own internship opportunities will encourage them to develop and strengthen their job-hunting and career management skills.
* Opportunity to explore and experience roles and sectors that will help crystallise their career thinking and plans.
* Forge valuable connections and links with industry, expand their professional networks and paving the way for future opportunities. And develop strong networking and self-advocacy skills, that will be useful in managing their career development.

**Benefits for LSHTM:**

* Support and drive the institution’s WP and Action Participation Plan objectives to address inequalities experienced by students from WP and diverse backgrounds.
* Help foster and establish closer relationships with employers and industry professionals that would lead to other mutually collaborations.
* Opportunity to explore an innovative in how LSHTM might support an internship initiative with limited demands on resources, such as a requiring a fulltime dedicated internship/placement team.
* Evidence of collaboration between the Careers Service and the Widening Participation team to support students from disadvantaged backgrounds.

**Benefits for employers:**

* Employers will benefit from access to a diverse pool of talent, enriching their workforce with students from varied backgrounds and experiences.
* Opportunity to engage with students on a trial basis, allowing them to assess suitability for future employment without financial risk.
* Employers without a budget to offer internships can take part and offer valuable work experiences that will benefit participating students.

**How InternMe works:**

* The Careers Service partnering with the Widening Participation team will set up InternMe, branding it as a pilot initiative targeted at LSHTM’s WP students.
* Students will need to apply to join the initiative, and after being successfully recruited, they will take part in induction and ‘Making the most of InternMe’ training that will help equip them with resources and tools to source their internship opportunities - supported by the careers service.
* Employers participating in the initiative will have to agree to certain codes of practice for example, flexible working hours with participants for them to balance work with their academic commitments.
* Students will be paid directly by the university after completing their internships.
* **Internships**: students will source their own internships. They will be encouraged to reach out to employers as participating students under the InternMe scheme and will receive appropriate training and support on how to approach and engage with employers. They will also receive training on how to identify the internship opportunities best suited to them. Students will have access to employers and organisations via LSHTM Connect and Alumni jobs in addition to their independent internship searches.
* **Hours:** each internships will run for a total of 20 hours, with participants having the flexibility to arrange their working hours with their employers. Students will be able to do additional hours if both them and the employer wish but either as a paid by the employer or as a voluntary opportunity.
* **Dates:** the internships will run between May and July, depending on when students are able to secure an internship opportunity.
* **Eligibility:**
* Students who identify as coming under WP criteria, as defined by LSHTM WP team, and in particular students from groups with the lowest progression outcomes. Promotional initiative will be targeted at WP students, and done in collaboration with WP, Student Union, and academic teams.
* Registered and verified companies and business will be eligible under the initiative. Students will be encouraged to engage with employers LSHTM already has established relationships or links.
* **Recruitment:** students will complete an application form and will be shortlisted based on their responses.
* **Payment**: student will be paid an hourly rate meeting the London living wage standard, after submitting timesheets/or proof of completion.
* **Administration:** LSHTM Connect will be used to facilitate all aspects of InternMe such as student applications, employer registration, logging worked hours, as well as relevant documentation and other resources.

**Considerations:**

* **Cost:** InternMe will require funding for participant wages, and to pay for dedicated staff time to set up the initiative, as well as to facilitate key processes, training, and data analysis.
* **Legal:** Speak to LSHTM legal team to identify any potential liabilities, for example reviewing the Employer Agreement form.

**Cost Breakdown:**

* **Student wages:** Funding will cover wages for six students participating in internship placements at £13.15 per hours (inner London living wage). This would total around £1600.
* **Dedicated staff support:** As a new initiative, InternMe will require an allocation of 5 days of dedicated Careers Consultant time for implementation (including marketing and promotion) and set up, in addition to coordinating and supporting participants and employers at key stages of the internships. Careers Consultant would cost an additional £290 per day. 5 days would cost £1450.
* **Total cost of project: £3,050** (which is a total of salaries for dedicated Careers Consultant and students)

**Evaluations:**

Evaluations will be done via questionnaires at the start and end of internships to measure learning gain in confidence, capacity for action and various skills, as well as to capture participants overall satisfaction, key learnings, and insights around the impact of the internship on their career thinking and employability. Employer feedback will also be collected to capture areas of improvements and key insights and learning

1. [Access and widening participation | Study with us | LSHTM](https://www.lshtm.ac.uk/study/access-widening-participation) [↑](#footnote-ref-1)
2. [Full article: Widening participation to sandwich courses: temporal challenges (tandfonline.com)](https://www.tandfonline.com/doi/full/10.1080/03075079.2023.2295512) [↑](#footnote-ref-2)
3. [A diverse public health workforce is more important than ever | The BMJ](https://www.bmj.com/content/380/bmj.p447) [↑](#footnote-ref-3)
4. [A diverse public health workforce is more important than ever | The BMJ](https://www.bmj.com/content/380/bmj.p447) [↑](#footnote-ref-4)
5. [NHS England » NHS equality, diversity, and inclusion improvement plan](https://www.england.nhs.uk/long-read/nhs-equality-diversity-and-inclusion-improvement-plan/) [↑](#footnote-ref-5)
6. [Research report (nhsemployers.org)](https://www.nhsemployers.org/system/files/2021-11/NHS-workforce-diversity-Report-NT.pdf) [↑](#footnote-ref-6)
7. [Full article: Widening participation to sandwich courses: temporal challenges (tandfonline.com)](https://www.tandfonline.com/doi/full/10.1080/03075079.2023.2295512) [↑](#footnote-ref-7)
8. [0fbf90cf-3b49-4cf1-ad0e-fb891b291f3b\_hecsu-research-exploring-widening-participation-student-perceptions-of-the-barriers-faced+(1).pdf (prismic.io)](https://graduatemarkettrends.cdn.prismic.io/graduatemarkettrends/0fbf90cf-3b49-4cf1-ad0e-fb891b291f3b_hecsu-research-exploring-widening-participation-student-perceptions-of-the-barriers-faced+%281%29.pdf) [↑](#footnote-ref-8)
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