



### 1. What businesses are we working with?

The Graduate Business Programme is for any business that has an opportunity to provide a SSU 2015 graduate with valuable work experience for a minimum of 6 months. We are particularly working with employers of up to 250 employees.

### 2. Who is eligible to apply for the Graduate Associate (Internships)?

Applicants must be 2015 graduates from Southampton Solent University.

### 3. How will the opportunity be advertised?

Your opportunity will be advertised through our recruitment website Graduate Job South, our social media channels and will be actively promoted by the SSU Business, Community & Graduate Team.

### 4. Salary Details

The average graduate salary for this region is £17,039 per annum. The graduate's salary must be a minimum of £1,420 per month gross, which equates to the following:

Per hour: £9.47

Per day: £71.03 (7.5 hrs per day)

Per week: £355 (37.5 hrs per week)

Per month: £1,420

Southampton Solent University will contribute one month's salary and the funding date will be agreed with the employer once the graduate is in post.

### 5. What is a Graduate Opportunity?

A Graduate Opportunity is where an individual works to gain relevant, professional, experience before embarking on a career. Well managed, high quality opportunities should be beneficial to both employer and graduate. The opportunity should develop professional skills and understand a profession by undertaking work of value for an employer.

### 6. Why Employ a Graduate?

Employers can use the Graduate Scheme to identify and recruit motivated and capable individuals.

- Graduates have great enthusiasm and are highly motivated
- They acquire many skills whilst at the university which they apply in the workplace
- Graduates are enthusiastic learners and become productive at a faster pace
- They can also quickly and efficiently adapt to new environments
- Graduates are the ideal target for career development and succession planning

### 7. Recruitment

Employers should recruit graduates in broadly the same way as their regular employees. They need to convey how the graduate's skills, qualifications and experience will dovetail with the tasks they will be



expected to fulfil. The recruitment procedure should be conducted in an open and rigorous way so as to enable fair and equal access to available opportunities. The job advertisement should:

- Indicate clearly the graduate's role and responsibilities and the skills and experience the graduate can expect to gain or expand.
- Specify the expected working hours, the start date and remuneration and expenses and terms offered in the contract.
- State clearly the length of the opportunity: prospective graduates should be advised at interview of the employer's policy on the extension of the opportunity becoming a full-time contract.

The Business, Community & Graduates Team will help to advertise the opportunity and submit CVs and covering letters or application forms to employers. We will also provide recommended interview guidelines, but the interviews themselves will be conducted by you. This is to ensure that the candidate best meets your business requirements. We will be in contact throughout the process, both pre- and post- interview.

It will be your responsibility to ensure that all necessary pre-employment checks are carried out. This includes ensuring the graduate has the right to work in the UK.

You should also ensure the candidate has finished (or will be finishing) any full-time or part-time course they are undertaking to ensure they can start with you at a convenient date.

As part of the Business Scheme, to ensure both you and the graduate maximise the benefits of this opportunity, we recommend providing graduates with an induction and relevant training and support throughout their time in your organisation.

We are experienced in this type of recruitment (we have been running these schemes since 2009) and can assist and provide advice with any questions you may have.

## **8. Number of Opportunities per employer**

We anticipate that some employers will have the capacity and opportunities to employ more than one graduate. We welcome this and would be happy to discuss your requirements.

*Employer guidelines informed by: "Common Best Practice Code for High-Quality Opportunities" by Gateways to the Professions Collaborative Forum*