

Santander Universities Employability Scheme- Terms & Conditions

Academic Year 2020 -2021

1. Eligibility

1.1 Eligibility of Universities

Only universities who are recognised as a partner of Santander Universities (a division of Santander UK plc) are eligible to participate in the Santander Universities Employability Scheme (**‘the Programme’**).

1.2 Eligibility of Students & Graduates

- (a) Candidates must be **students or graduates** from one of our partner universities.
- (b) Each student or graduate to be paid a **maximum of £1,000** for the completion of a work project within a business
- (c) Once a student or graduate has completed a fully paid work project with a business, they **cannot** apply for another fully funded work project with the same business.

1.3 Eligibility of Businesses

- (a) Organisations must be registered and based in the UK.
- (b) Eligible organisations include companies, start-ups, sole traders, and partnerships from all sectors.
- (c) Employability Scheme Funding is eligible for businesses to benefit from a fully paid student or graduate to do a work project within the business. The work project can be completed virtually or in person (at the business’ discretion in line with the UK Governments Covid-19 guidelines)
- (d) Participating businesses can recruit a **maximum of 3 students or graduates (per business)** through each cycle of the Scheme to complete one or multiple work projects.
- (e) Businesses’ cannot apply for further Santander UK plc funding to either extend the student’s / graduate’s contract or employ the same student or graduate after the work project has been completed.

2. Management of the Programme

- 2.1 Each university partner will be responsible for the allocation of the funding in line with these Terms & Conditions.
- 2.2 The nominated Programme manager at each partner university will be responsible for any queries from businesses relating to the Santander Employability Scheme at their university.
- 2.3 Once the business has shortlisted candidates for the work project, it will be the businesses responsibility to interview candidates and manage all aspects of the recruitment process.
- 2.4 The Programme manager at each university must:
 - (a) Ensure the Programme is advertised adequately at each partner university
 - (b) Ensure placements are allocated during 2021 and funding is spent by October 31st 2021

3. Allocation and Programme management

- 3.1 Each student / graduate receiving £1,000 will be completing a work project of a minimum of 70 hours and maximum of 108 hours (maximum of 35 max hours per week), unless located within the boroughs of Greater London, in which case the duration of the work project should be of a minimum of 55 hours and a maximum of 93 hours (maximum of 35 max hours per week).
- 3.2. Any extension of the work project past the above maximum hours must be funded by the partner university and/or the business and in line with the hourly wage salary as stated in section 4 of this document.
- 3.3 Santander Universities disclaims all liability for breaches of employment laws and regulations by partner universities and businesses. Each participating partner university and business agree to operate the Santander

Universities Employability Scheme in accordance with all employment laws and regulations and to indemnify Santander Universities in relation to all loss or damage it may suffer as a result of their failures to comply with such laws or regulations.

4. Funding and payment

4.1 Each intern under the Scheme shall be paid:

- a minimum of £8.72 per hour
- unless located within the boroughs of Greater London, in which case they should receive a minimum of £10.75 per hour

(a) The hours agreed between the student / university / business can be distributed across the year, but must always be in line with the criteria outlined above.

(b) The rates are calculated annually by the Resolution Foundation and overseen by the Living Wage Commission, based on the best available evidence about living standards in London and the UK.

(c) Santander Universities will fully fund each student / graduate to a maximum of £1,000.

(e) University partners shall invoice Santander UK for the full amount detailed above within 60 days of signing the agreement or shall lose the ability to be entitled to the donation.

(f) The partner university in receipt of such grant shall ensure that this amount is forwarded to the allocated student / graduate.

(h) The partner university can provide the funding on behalf of the business if they choose to do so.

4.2 Santander Universities will not be responsible for any late payment to the student by the partner university or the business.

4.3 Santander Universities would like all partner universities to use the Santander Scholarship platform to allocate the Santander Universities Employability Scheme funding. Please, speak to the Santander Relationship Manager for further information and support.

5. Reporting

5.1 The university partner will be required to report through Santander Universities Q3 2021 pro-forma. The report will outline how their Santander Universities Employability Scheme funding allocation has been spent and the number of recipients supported.