ENTERPRISE EXPERIENCE PROGRAMME

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Introduction

The Enterprise Experience Programme is designed and run by UAL’s Careers and Employability Team. It provides short paid internships, during June – July 2023 with businesses run by UAL graduates.

The internships are a great way to explore career options, build your professional network and importantly gain professional experience which you can use for future job applications.

All Internships are with small creative business set up by a UAL graduate. Working with a business founder will provide you with insights into what is involved in running a creative enterprise.

What you will gain from an internship

- Work experience paid at London Living Wage.
- Real life work experience and employability skills which you can include on your CV and cover letters and in interviews for future job opportunities.
- You may create work that you can include in your portfolio.
- Develop your professional skills like communication, time management and problem solving.
- Explore career options in the creative sector.
- Increase your industry contacts and professional network.
- Insights into what is involved in running your own business and see how UAL graduates have launched and run their own creative enterprises.
- Add your internship employer as a reference for future job applications.
How the internship works

- UAL will pay you £11.95 per hour (London Living Wage) for the internship.
- Internships are for 50 hours and can be spread over several weeks but must take place between 5 June – 14 July 2023.
- The hours may be part-time or full-time depending on the needs of the business, but we encourage them to be flexible, to consider other commitments you might have like other work, care responsibilities or study.
- Where an internship takes place will vary. Some will be working remotely online whilst others will be at the business premises / onsite and some will be a mix of both.
- Onsite working will be in London unless specifically agreed with the business. If you are required to travel outside London travel expenses will be paid for by the business.
- Each internship is unique, but you can expect to:
  - experience what it is like to work in a professional environment
  - apply your existing skills to real-life work scenarios
  - learn new skills
  - gain an understanding of some of the things involved in running a creative business
- A member of the Careers and Employability team will be available to provide support throughout the internship programme.
Who can apply?

The Enterprise Experience Programme is open to:

- Current UAL students on an undergraduate programme. Those completing MA or other higher courses and those who graduated before 2023 are not eligible.
- Home UK students. We cannot support work visa applications.

The Enterprise Experience Programme is aimed at students who are under-represented in the arts and who would be unable to take unpaid opportunities and work experience.

Applicants must meet at least one of the following criteria:

- Have taken part in the UAL Insights programme
- Be in receipt of the UAL bursary
- Received the UAL Bursary in the previous academic year
- Be a care leaver or care giver
How to apply

Internship roles will be posted on Creative Opportunities week commencing 13 March and will include a link to an online application form which you need to complete.

You can apply for up to three different internship roles. For each one you will need to provide a supporting statement on your application. The statement should explain:

- why you are interested in the role
- what skills and / or experience you have which are relevant to the role
- what you hope to learn from the internship

Make sure that you:

- Read these Guidelines carefully before you apply.
- Complete the application form.
- Attach your CV to the application form.
- Submit everything by the deadline of 11th April 2023, 09.00am (GMT)

You will receive an email confirmation that your application has been submitted. If you don’t receive one, contact the Digital team.

By submitting your application, you agree that we can share it with the business offering the internship that you are applying for.

Application resources and support

We have a lot of resources which can help you with your application including:

- Writing your CV guide
- Application writing guide
- UAL Career Resources Padlet which includes lots of resources and recordings on CV and application writing
- An e-learning resource on how to write a CV
- An e-learning resource on how to complete an application
- Advice on applying for a job

If you would like more advice on your CV or writing the application, you can book a one to one with one of our Employability Educators.

We will be running an online information session on Tuesday 14 March, 12.00 - 1.00pm (GMT). This session provides information about the Enterprise Experience Programme, eligibility to apply, the application process and where you can find support on applying.

Check out the events programme to book.
If you are invited for an interview

If you are shortlisted, you will be contacted by the business directly and invited for an interview. You will be given details of the interview:

- Date, time and location of the interview
- Whether the interview is online or in person
- Who will be on the interview panel

Interview resources and support

We have a lot of resources which can help you to prepare for your interview including:

- [An e-learning resource](#) with tips and advice, common interview questions and a mock interview feature.
- [Advice](#) on preparing for a job interview.

If you would like more advice on preparing for your interview you can [book a one to one](#) with one of our Employability Educators.
If you are offered an internship

You will be contacted directly by the business to let you know the outcome of the interview.

Before accepting an offer make sure you can commit to the work and that you will be available for the dates and times that the business needs you to work.

If you are offered an internship you will need to:

- Confirm that you will accept it
- Agree the dates and hours you will work directly with the business offering the internship
- Sign an agreement with UAL for the internship and so that payment can be made to you

If you would like to you can also complete an Access Rider. This is a document where you outline any disability or access needs you have. It will be shared with the host business so that they can work with you to meet those needs.

You must take part in two training sessions which will be run by UAL’s Careers and Employability team:

- One before the internship starts which will support you in how to get the most from the opportunity, including how to prepare for the internship, understanding professional conduct and setting your learning goals.
- The second takes place after you have completed your internship. This session will help you to identify the skills you have developed and how to present them on your CV and for future job applications.

The business will provide any equipment or software you need to complete your work, with the exception of a laptop and phone which is your responsibility. If you have any access issues to a laptop or phone, we can discuss these with you.
## Important dates

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<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Week commencing 13 March</td>
<td>Applications open. Internships will be posted on <a href="#">Creative Opportunities</a>.</td>
</tr>
<tr>
<td>14 March</td>
<td>Online information session – providing more details about the Enterprise Experience Programme.</td>
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<tr>
<td>11 April, 9.00am (GMT)</td>
<td>Application deadline.</td>
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<td>Week commencing 1 May</td>
<td>You will be contacted by the business to let you know if you have been shortlisted for an interview.</td>
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<td>Week commencing 8 May</td>
<td>Interviews take place. These will be with the business offering the internship.</td>
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<td>Week commencing 17 May</td>
<td>You will be contacted by the business to let you know the outcome of the interview</td>
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<td>22 May</td>
<td>Deadline to confirm if you accept the internship</td>
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<tr>
<td>Week commencing 22 May</td>
<td>Online session to support you to get the most out of your internship</td>
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<tr>
<td>Week commencing 31 May</td>
<td>You will sign an agreement for the internship</td>
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<td>Between 5 June – 14 July</td>
<td>Internship will take place during this period</td>
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<tr>
<td>Week commencing 24 May</td>
<td>Post internship online session to review your learning and support you to talk about the experience and skills you have gained on your CV and in future job applications.</td>
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<tr>
<td>May – end July</td>
<td>You provide feedback on the internship programme which will form part of our evaluation of the programme.</td>
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Dates may be subject to change and after the application deadline you will be advised directly of any changes.

To keep updated on application deadlines make sure you’ve registered your interest.
**How we support you**

We will be running an online information session on Tuesday 14 March, 12.00 - 1.00pm (GMT). This session provides information about the Enterprise Experience Programme, eligibility to apply, the application process and where you can find support on applying.

Check out the events programme to [book](#).

If you have any questions or believe there are any barriers to your participation in this opportunity, or you have any access requirements you wish to discuss, we would be happy to talk to you.

Please contact [enterprise@arts.ac.uk](mailto:enterprise@arts.ac.uk)
Frequently Asked Questions

Q. Where will the jobs be advertised?

A. Internship roles will be posted on Creative Opportunities week commencing 13 March and will include a link to an online application form which you need to complete.

Q. Do you offer help with applications?

A. Yes. If you have a question about the application process, contact enterprise@arts.ac.uk If you would like advice on writing your application, check out these resources, look out for relevant workshops or book a one to one.

Q. I just missed a deadline, can I still apply?

A. No, unfortunately we cannot consider late applications. Make sure you know the deadline and do not leave your application to the last minute in case you experience technical difficulties.

Q. If I am an international student can I apply?

A. Unfortunately not. This is open to UK students only. If you are an international student, make sure you sign up to our newsletter to find out about other opportunities open to you.

Q. If I am a student on a postgraduate programme can I apply?

A. Unfortunately not. This is open to students on an undergraduate programme only. If you are a student on a postgraduate programme, make sure you sign up to our newsletter to find out about other opportunities open to you.

Q. If I have already graduated from UAL can I apply?

A. Unfortunately not. This is open to current students only.

Q. How much will I be paid?

A. UAL will pay you £11.95 per hour (London Living Wage) for the internship.

Q. Are travel expenses paid?

A. No travel expenses will not be paid.

Q. Can I work more than 50 hours with the business?

A. The internship is for 50 hours. If at the end of the internship the business would like to offer you continued or future work, you must agree this directly with them. Make sure you get the agreement in writing including how much they will pay you.

Q. If I have other work, study or care responsibilities during the period of the internship can I still apply?
A. Yes. Make sure that you read the job advert carefully as it will include information about specific dates the business requires you to work. If the internship has flexible hours, you should agree the hours you will work directly with the business if you are offered the role.

Q. **Will I receive any training?**

A. Yes. The business will provide any training needed for you to carry out your work.