

## Internship FAQs

### How long is the internship and how is it structured?

- The internship is June-November '24
- Each intern does two x three months placements so each business gets 2 interns over 6 months.
- The intern is employed by the business (not BCI) and is paid full-time real living wage.
- The intern works 4 days a week in the business and does 1 day a week as a skills & training day – led by BCI.

### What support is in place for the host business?

- Onboarding to the programme including guidance and templates around internship structure/workplan.
- ED&I, mental health and neurodiversity training with a focus on working with young people from underrepresented groups.
- HR support and mentoring from BCI's dedicated internship programme manager Clare Leczycki.
- Business network support through other participating businesses.

### How are the interns recruited and selected?

- BCI work in partnership with Babbasa to recruit young people from diverse backgrounds. Babbasa lead on the recruitment and BCI lead on the interviews & candidate selection.
- Host businesses have a chance to meet all prospective candidates at the Insights Day (where business come and share their information about their work and internship offer).

### What does the host business need to provide to be involved?

- Pay a one off fee of £2,350 to cover programme costs and training fees
- Sign a programme agreement
- Provide business profile, job description & skill requirements for internship role
- Provide key contacts for internship (Mentor/Buddy/Line Manager)
- Provide a 3-month work plan for the intern (which BCI can advise on)
- Be open to making changes to your business to ensure your space is welcoming, inclusive and accessible for young people from diverse backgrounds.