



## SCOTTISH INTERNSHIP GRADUATE CERTIFICATE FREQUENTLY ASKED QUESTIONS – POTENTIAL CANDIDATES

Who is eligible to apply for the Scottish Internship Graduate Certificate?

- It is open to UK and EU applicants who already have, or expect to have a minimum of an Ordinary Degree.
- Open **only** to International applicants who already have their Tier One, Post Study Work Visa. This visa needs to be valid until the end of the course, which is the 31st of May 2012.
- If your first language isn't English, then you need to demonstrate you have a good command of the English Language, with an IELTS score of 6.5 and above.
- You do not need to be a recent graduate to apply. We actively encourage applications from those who are returning to work or looking for a career change.

What is the application and selection process?

- Applications are submitted through UKPASS
- Fill out the application form and attach a copy of your C.V.
- Your CV should indicate which sector you are interested in.
- Your CV will not be used as a selection method to decide your suitability to join the course.
- Your CV will only be used to help the Careers Service match you to a appropriate internship.
- If your application is successful, you will be asked to attend an interview.
- If you are not in the UK at the time of application, a telephone interview may be conducted.

- If the interview is successful, you will be invited to join the course starting on October 3<sup>rd</sup> 2011.

What is the application deadline?

- There are two application deadlines, 31<sup>st</sup> March 2011 and 28<sup>th</sup> July 2011.

What are the Fees?

- Home/EU students £1,800
- International students £2,700

What internships are currently available?

- The internships cover all sectors. Previous placements have been in areas including Engineering, Human Resource Management, Information Management, Marketing, Sales and Social Research.
- If you would like to work in a particular sector, please make this known at the application stage.

Do I get to choose my internship?

- You will be given the chance to express an interest in a number of internships and you should note that there may be some competition for some of the internships. As a result, some employers may wish to interview candidates. In these cases the employer will have the final choice in who is placed within their company.

What will my internship project involve?

- All employers will provide a project for you to complete during your time with the company. When you begin your internship, your supervisor will spend time with you to discuss the aim of the project and the tasks you have to complete.
- You will have the opportunity to re-evaluate the aim of the project and associated tasks at a mid internship review.

Are the internships paid?

- All placements attract a training allowance of a minimum of £200 per month for each month of the placement. Some employers may pay more than this.

Will I be offered help with finding accommodation near my placement?

- The class tutors will be able to signpost you to relevant places to help you find accommodation. However it is not their responsibility to find accommodation for you.

What happens if my internship isn't working out?

- If you are having difficulties with your internship, you should in the first instance, try to speak to your internship supervisor about any issues.
- If you are still encountering problems, please contact your tutor. They will arrange a meeting with the internship supervisor to resolve any issues.

Will my Internship lead to a full time position with the company?

- If you perform well during your time with the company, you may be offered a longer contract. However this is not guaranteed and the employer is under no obligation to employ you beyond the 6 months internship.

What happens if I'm offered a full time job on completion of my internship, will I have to complete Module 3?

- If this happens, please speak to your tutor. There may be some flexibility with the classes you need to attend.

What will I do in the modules?

- Throughout the course learning and teaching will be based around intensive, face-to-face highly interactive and participatory lectures, seminars and tutorials. Additionally, students will use PDP (Personal Development Planning) to foster career management and action planning skills.

In Module 1, Work Placement Preparation and Career Planning, you will:

- Spend 4 days per week in lectures/seminars,
- Have access to tutorial time for help with placement, guidance/matching, and accommodation issue,
- Attend 1 Cultural/Employer Visits per week,

In Module 2, The Internship Placement, you will return to the careers service for monthly 'call back' days, each consisting of:

- a 2-hour Careers Service lecture/seminar
- access to tutorial time
- a 2-hour Master Class (delivered by visiting professional)
- interns-networking time
- You will also be visited by tutors on your placement to ensure that your internship is running smoothly.

In Module 3, Internship Analysis and Action Planning, you will:

- Have two 2 hour reflection/action planning workshops/seminars per week
- Have two 2 hour skills enrichment seminar/workshops per week
- Have access to tutorial time for help with any issues that may arise
- Have one Sector Analysis day per week
- One 'Job-Club' style supported graduate job search day per week

How will I be assessed?

- The course is continually assessed and there will be no exams.

What will I get out of doing this course?

- As the UK employment market becomes ever more competitive, internships provide a vital route to graduate recruitment. SIGC will help you to develop your career path or alternatively gain experience in a new area / sector. The internship will give you a real advantage in terms of being noticed by Scottish / UK graduate employers.
- If you are an International student, you will be able to enhance your employment prospects in the UK and abroad by gaining valuable hands on experience within a Scottish business whilst developing a real insight into the UK business climate and culture.
- The exact nature of your career opportunities will be dependent upon the type work undertaken on your placement your own career aspirations and your previous qualifications/experience. However, it is expected that SIGC will significantly enhance your employability and career prospects.

For more information about studying at Dundee University and living in Dundee, please click on the following link:

[http://www.dundee.ac.uk/postgraduate/campus\\_city.htm](http://www.dundee.ac.uk/postgraduate/campus_city.htm)



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