

GRADUATE TECHNOLOGY
PLACEMENT PROGRAMME
EMPLOYER INFORMATION PACK

#Tech
ItOut

About the programme

The Graduate Technology Placement Programme is funded through the Northern Innovation Hub (NIH). The NIH is one of eleven projects in the Highland Council area which are funded using the City-Region deal funds from UK Government. The Technology Placement Programme will comprise of part funding from the City-Region deal and part funding from the European Regional Development Fund (ERDF).

The Programme is designed to assist ambitious small businesses, including social enterprises, to utilise the latest technology to improve productivity and accelerate business growth. The placements should drive innovation across all sectors in the Highland Council area.

This programme will allow businesses to benefit from a graduates innovative thinking, technological awareness and enthusiasm. It will reduce the risk of innovation to the business by giving the opportunity to explore new technologies and methods of working without the commitment on existing staff resource.

The placement will give the graduate opportunity to enhance their skills and knowledge and provide them with vital workplace experience.

Graduate induction

For some graduates, this may be their first work related placement and therefore you should expect a steep learning curve initially. Please take time to provide the graduate with basic information on the organisation and work arrangements in an induction within the first few days. We would recommend using the following to form part of the induction:

- Who's who in the organisation/ roles and responsibilities
- Organisations history
- Aims and objectives of the organisation
- Products/processes/customers/suppliers
- Nominated supervisor and line manager
- Health and safety guidelines (full health and safety training and policy where required)
- Hours of work/breaks
- Holidays – public holidays/holiday entitlement/how to request holidays
- Dress code for work
- Domestic arrangements – staff room/refreshments/use of phones
- Pay arrangements and date of pay
- Confidentiality
- In addition, please provide the graduate with a copy of the placement brief agreed for their project.

Within six weeks of their placement, your graduate should be making a good start on the agreed project. It may be beneficial for the graduate's line manager/supervisor to take time to clarify any queries he/she has a couple of weeks after the initial induction.

In line with legal compliance please ensure the graduate is issued with a contract of employment. Please note that you will be required to submit the graduate's contract of employment (the original signed hardcopy) when submitting your first claim. Other supporting evidence required is listed below. Once examined, all evidence will be returned to you.

During the placement

The graduate should be working on a project which is focussed on helping the business to become more innovative, develop new products and services, as well as improving their internal processes. With that in mind, we would expect the graduates line manager to establish an agreed workplan with them to achieve the desired outputs of the project. The milestones should be reviewed on a regular basis to ensure the project remains on schedule.

We understand that the project may need to change from the original brief once the graduate begins work on the project. If this happens, we ask that you contact the Technology Development Manager prior to any significant changes being made to the project.

The Technology Development Manager will contact both you and the graduate at various points throughout the placement to undertake monitoring. This may be done over the telephone or face to face.

How to claim financial support

The Graduate Technology Placement Programme will support the project by funding 50% of gross salary costs. Claims are expected on a quarterly basis in arrears. However, if you wish to claim monthly please contact the Technology Development Manager.

To begin the claims process you need to submit the following:

- The final version of the agreed placement brief signed by an authorised signatory – please post this as a hard copy to the Technology Development Manager if you haven't already done so.
- Signed and witnessed legal undertaking – once the signed brief is received you will be issued with a legal undertaking which again must be signed by an authorised signatory, witnessed and returned in post as the original signed hard copy.

On receipt of the signed undertaking, you will be issued with a claim pack and a copy of the undertaking for your retention. The following information and evidence is required to make a claim for employment costs:

- Graduate's original contract of employment (first claim only)
- Completed and signed claim form
- Completed progress report highlighting graduate's achievements in each quarter (1st page of the claim form)
- Payroll summary for each month – showing gross salary
- Evidence of payment of salaries – BACS and bank statements
- Evidence of payment of PAYE/NIC etc. to HMRC.

Claims should be submitted in post to Fiona Beaton (contact details below). We recommend that you post your claims as a recorded delivery.

The Technology Placement Programme will not fund any other aspect of the placement. Employers National Insurance Contributions, Pension contributions, Visa costs, travel expenses in relation to travelling to work and any other additional costs are funded by the employer.

Training and development for your graduate

A mandatory residential training course is provided to the graduate during their placement. The objective of the training is to help the graduate develop business skills which will also assist them with their placement project. We aim to provide the training course within the first half of the placement. This ensures the graduates have sufficient knowledge of their projects, but also still have time to apply their newly acquired skills. Graduates must be released on full pay to attend the training course.

The cost for the 3-day mandatory residential business skills training course is £263 and the cost will be awarded to the business as De Minimis.

At our discretion, and depending on the location of the business, travel costs up to the value of £60 are available to ensure that each graduate can attend the training. This will be outlined in the Legal Undertaking document confirming your award, including the maximum travel allowance where applicable. Further information on De Minimis may be found at:

<http://www.scotland.gov.uk/Topics/Government/State-Aid/if-its-aid/deminimis>.

The course has been developed and is delivered by The Hunter Centre for Entrepreneurship at Strathclyde University. The training course will be held at Cromarty Arts Trust – The Old Brewery <http://www.cromartyartstrust.org.uk/old-brewery.asp> with up to 12 graduates on each course. We feel that the graduates gain a lot from the course being residential. It allows the graduates to network with each other and hopefully utilise these contacts throughout their placement.

Employers are encouraged to attend the final presentation day if possible. If you are unable to attend, we would recommend a chance to view graduate's presentation when they return to the workplace.

Three-day Residential Training Course schedule

		Day 1	Day 2	Day 3
Morning		<ul style="list-style-type: none"> • Course introduction • Business idea pitches • Idea generation 	<ul style="list-style-type: none"> • Selling skills activities • Influencing/negotiating activities 	<ul style="list-style-type: none"> • Insights feedback session undertaken by HIE
Afternoon		<ul style="list-style-type: none"> • Business canvas model • Market research using SWOT analysis • Strategic planning skills 	<ul style="list-style-type: none"> • Project management skills • Presentation preparation for use in day 3 (stage 1) • Graduate feedback to business regarding the groups strategic analysis • Presentation preparation (stage 2) 	<ul style="list-style-type: none"> • Graduate presentations to a panel of employers and other key business stakeholders • Course close and next steps
Evening	5.40pm arrival - meet and greet (including evening meal)			

Obtaining your feedback

We want the project to be successful for both your organisation and the graduate so we will be seeking feedback throughout the placement, in addition to the monitoring visits.

As the programme is part funded by the European Regional Development Fund we must also collect information on the benefits of the programme in terms of tangible outputs and outcomes.

Each time you submit a claim you will be required to submit a progress report (completed first page of the claim form) highlighting the graduate's main achievements. The expected outputs and outcomes form part of the placement brief which you had agreed at the start of the process so please refer to these when completing a progress report. Please note that NIH Technology Placement Programme is unable to release any funding unless a comprehensive progress report has been submitted.

All information is treated in confidence.

What to do if the placement isn't working out

In the first instance, you should try to resolve any issues directly with the graduate. If that fails, you should contact the Technology Development Manager (contact details below).

However, please note that the employment agreement is between you and the graduate, therefore HIE are unable to get involved in any disputes. For impartial advice and guidance please call ACAS Helpline on 0300 123 1100 <http://www.acas.org.uk/helpline>.

If, after trying to resolve the issues, the contract has to be terminated earlier than agreed, please contact the Technology Development Manager as finding a replacement could be an option, depending on remaining length of placement. You are entitled to claim for the period the graduate was employed by your organisation.

After the placement ends

Please submit any outstanding claims in relation to this project within six weeks of the end of the placement.

Contact details

The Northern Innovation Hub team are based at the following address: Highlands and Islands Enterprise, An Lòchran, 10 Inverness Campus, Inverness, IV2 5NA.

Technology Development Manager, Highlands and Islands Enterprise
Tel: 0300 013 5072 | Email: techplacements@hient.co.uk

Felix Spittal, Senior Project Manager – Northern Innovation Hub, Highlands and Islands Enterprise,
Tel: 0300 013 5076 | Email: felix.spittal@hient.co.uk

Financial claims

All financial claims should be submitted to Fiona Beaton at the following address:
Highlands and Islands Enterprise Data Centre, Taigh Cheann a’ Locha, Lionacleit, Isle of Benbecula, HS7 5PJ.
Email fiona.beaton@hient.co.uk

Claims Process

HIE will support the project by funding 50% of gross salary costs and reasonable travel costs, up to the value of £60, incurred by the graduate in relation to the residential training, where applicable. Claims are expected quarterly in arrears. If you would like to claim monthly please contact the Technology Development Manager.

To begin the claims process we ask that you submit the following:

- The final version of the agreed placement brief signed by an authorised signatory – please post this as a hard copy to the Technology Development Manager.
- Signed and witnessed legal undertaking – once the signed brief is received by HIE you will be issued with a legal undertaking which again must be signed by an authorised signatory, witnessed and returned by post as the original signed hard copy.

On receipt of the signed undertaking, you will be issued with a claim pack and a copy of the undertaking for your retention.

The following information and evidence is required to make a claim for employment costs:

- Graduate’s original contract of employment (first claim only)
- Completed and signed claim form
- Completed progress report highlighting graduate’s achievements in each quarter (1st page of the claim form)
- Payroll summary for each month – showing gross salary
- Evidence of payment of salaries – BACS and bank statements
- Evidence of payment of PAYE/NIC etc. to HMRC.

As noted above, where appropriate, and depending on the work location, travel costs up to the value of £60 are available to ensure that each graduate can attend the training. The costs will be awarded to the business as De Minimis. This will be outlined in the Legal Undertaking document confirming your award, including the maximum travel allowance where applicable. For ease of administration, we ask employers to recompense their graduate’s travel costs and then claim the full cost from HIE. Please ensure original receipts, booking confirmations and evidence of payments are kept as these will need to be submitted when making a claim.

The Technology Placement Programme will not fund any other aspect of the placement. Employers National Insurance Contributions and Pension contributions, the graduate’s travel for work purposes and any other additional costs are required to be funded by the employer.

All claims should be submitted in arrears to: Fiona Beaton, Highlands and Island Enterprise, Data Centre, EU Claims Processing Team, Taigh Cheann a’ Locha, Lionacleit, Isle of Benbecula, HS7 5PJ.

If you have any queries regarding the claims process please contact Fiona on 01870 604907 or fiona.beaton@hient.co.uk

What do I need to do now?

- Issue an employment contract
- Prepare a work plan for the graduate and organise their induction
- Ensure the graduate is set up on your payroll system
- Ensure the relevant training dates are kept clear in the graduate’s diary (we will email as soon as we have dates for the training)
- Please have a look again at the evidence that is required for making the claim for financial assistance