



INTERN **CIRCLE**

United Kingdom  
Internship Program Guide  
2024





## Our Guide to Internship Opportunities

We provide internship services for university students living in the UK and studying at UK universities. Register with us to find you an internship with a UK company which will help you to kick start your career.

No matter what subject you are studying, or what your career interests are, we will search for an internship that works for you. We will aim to match you with a company that can provide you with a full-time, part-time, in-person or virtual internship.

We work with large and small companies across a wide range of industry sectors in the UK. We match each organisation with suitably qualified and highly-motivated interns (that's you!) to work on specific projects and tasks.

When you register to become an intern with us, our staff work to find you an internship placement that meets your requirements. We provide you with the support you need to complete a professional looking application and prepare you interview with host companies and organisations.

We provide specific coaching and guidance as needed and will continue to accompany you through your internship with regular catch ups and ongoing professional support.

Your career starts here: [contact@interncircle.co.uk](mailto:contact@interncircle.co.uk). Register with us today to kick start your internship.

Cliff Hall  
Managing Director  
Intern Circle Limited





# What is an Internship?

An internship is a placement for a fixed period in a company or organisation which ideally, matches your career interests and area of study.

When you start an internship, you will be viewed as a volunteer rather than a staff member of the host organisation. As a volunteer, you may not receive a salary, but you will be given the opportunity to gain valuable working experience and also receive mentoring and guidance during the period of your internship.

Although you may not receive a salary as an intern, you are entitled to receive an allowance for the cost of your lunch and be reimbursed for the cost of travel by public transport to and from the company.

Your internship experience is intended to provide you with the opportunity to become familiar with the culture, norms and expectations of a real-world working environment. You will also deepen your understanding of the industry sector in which you are likely to work in future.

## How Can We Help?

Struggling to find an Internship? Our professional service is here to help. At Intern Circle, we specialise in connecting students like you with high-quality internship opportunities tailored to your chosen industry.

We understand the importance of finding the right internship to kick-start your career. We will showcase your profile to companies within your desired industry and provide comprehensive assistance throughout the interview process. Our goal is to ensure that you have the best possible chance of securing a valuable internship experience.

Don't let the search for an internship hold you back. Trust Intern Circle to find the perfect internship for you.

## The Benefits of being an Intern:

- Gaining work experience in a small to medium sized company in the UK.
- Improving your soft skills and gaining exposure to work place culture.
- Working in a highly flexible way which fits perfectly around your life, study and examination schedule.
- Receiving on the job training as well as professional coaching and mentoring.
- Gaining deeper knowledge of the skills and abilities of a potential future employer.
- Developing industry contacts & securing an employment reference.
- Increasing your prospects of being offered a full-time role in the host company or similar organisation.



# Our Internship Service

Internships can be **100% site based**, **100% Virtual**, or **Hybrid** according to your preferences.

. Based on your preferences and the time you have available to complete your internship, we match you with a suitable company in your preferred city in the UK.

## Timeline:

1

Register for free on our [website](#), selecting the industries in which you are interested in gaining work experience. Once you have registered with us and uploaded your CV, we will begin the process of matching you with one of our host companies.

2

We reach out to our extensive network of host companies within your preferred industry sector and location, sharing your application and profile with them. Once a suitable Host Company is found, your Placement Manager will be in contact to confirm your interest.

3

Our staff will then arrange in-person or online interviews with the interested Host Company, as well as provide expert advice on the interview process, ensuring you are prepared to present your best self.

4

Upon receiving a confirmed offer for an internship, our staff will finalise all necessary documents with the Host Company. Please note that a **placement fee of £350 must be submitted within 7 days of offer receipt** to complete the internship arrangement.

5

During your internship, your Placement Manager will follow-up regularly with both you and the company to ensure that everything is going smoothly. Where necessary, we liaise on your behalf with the host company to adjust work patterns or resolve any issues

6

At the end of the internship, we conduct an exit interview with both you and the company, and ensure you are provided with a written employer reference and completion certificate.



# Fees and Payment Arrangements

Registration is free without any obligation to purchase our services. Your registration provides us with the minimum information needed to match you with a suitable Host Company in your desired industry. This service is completely free of charge. The Placement Fee is only due upon confirmation of an internship offer from a Host Company. If an internship offer is not secured, there is no fee to be paid.

## Registration

Registration is free without any obligation to purchase our services. After receiving your information, one of our UK Placement Managers will contact you once a Host Company matching your profile is found.

## Intern Circle Placement Fee

Our Placement Fees start at £350\* (inclusive of VAT) for our internship search and placement services. The fee is to match you with a suitable internship as well as all ongoing support during the internship (such as regular check-ins and mentoring). Our fee does not include any of your personal expenses associated with an internship (such as accommodation, transport, insurances or meals).

## Placement Fee Deadline

The Placement Fee must be paid **within one week of receiving the internship offer**. If any complications arise with the Host Company that jeopardise the internship agreement, the fee will be credited or refunded in accordance with our Terms and Conditions.

*\* We reserve the right to change our prices at any time. However, our services are charged on the basis of the fees in effect at the date of booking.*



# During the Internship

Starting an internship placement in a UK company may seem like a very challenging task, but our staff at Intern Circle are with you right throughout the process. We check in with you regularly by phone and arrange in company visits while you are working with the host company. Our aim is to ensure that you and your host company have a positive experience of the whole process.

Below is a list of things to consider before starting your internship placement:

## Tips For a Successful Internship:

1. We understand that the priority of all students is to successfully complete their course and all related assignments. This is why our internships are highly flexible. You can work part-time for 15, 20, or 30 hours per week or full-time during term break.
2. Your internship placement will provide you with excellent opportunities to practice your English language skills and develop your understanding of working culture and practices here in the UK. Always be open to learn new things and to engage with different people in your host organisation.
3. During your internship, you may be assigned a manager / mentor to guide you and advise you as you are completing your tasks. Make good use of this person as you are working and do not be afraid to ask questions about the business.
4. Demonstrate to your manager that you are keen to learn as much as you can about the business. This way, they are likely to assign more demanding tasks to you and you will develop your skills and knowledge even more quickly.
5. In addition to specific tasks which you have been assigned, explore with your mentor the possibility of shadowing them as they complete high-level tasks and attend meetings.
6. While you are working at the company, find out about their recruitment policy and options to apply for any current vacancies.





# INTERN **CIRCLE**

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