



UNIVERSITY OF
LIVERPOOL

Careers &
Employability



LIVERPOOL INTERNS

**Programme
Overview
2025–26**

We are the original redbrick
liverpool.ac.uk



Driving Innovation & Growth Through Knowledge Exchange

Liverpool Interns is a standout initiative from the University of Liverpool that is designed to drive innovation and growth across the Liverpool City Region. Through the programme, we connect local businesses with talented students to foster project-based knowledge exchange.

Our goal is to co-develop projects that meet the unique needs of businesses, whilst also enabling companies to see first-hand how much value a student can bring to the workplace.

Benefits to the Organisation:

- Fully funded 80-hour projects, paid via a £1000 reimbursement
- Fresh insights and innovative ideas
- Build a talent pipeline
- Support throughout from the Employer Connections Team

Benefits to the Students:

- Enhanced employability skills
- Real-world experience of organisational cultures and workplace environments
- An understanding of professional behaviours

Ultimately, Liverpool Interns is the crucial starting point in increasing graduate retention for the benefit of our region and aims to foster long-term mutually beneficial relationships between higher education and industry in the region.

The Process



● Initial Consultation

An initial consultation will take place with a member of the Employer Connections Team, to establish your needs and discuss potential projects.



● Project Submission Form

Submit your project for consideration via the Project Submission Form.



● Project Advertised

If approved, your project will be advertised to all relevant students via our vacancy portal, Handshake. The standard application window is 10 days.



● Shortlisting & Interviews

We will supply you with the applications from the most suitable candidates. You will then shortlist and arrange interviews with the candidates you'd like to meet.

The Process



● Internship Commences

After the interviews, you will appoint the best suited candidate. You will agree a start date and working hours with the intern. We will also need you to provide feedback on the unsuccessful applicants.



● 20-Hour Check-In

We will conduct a check-in with both you and the intern after 20-hours have been completed. This is to ensure that you and the intern are both happy with the progress being made.



● Bursary Process

When the 20-hour check-in is complete and we are satisfied that both you and the intern are happy with how the project is going, we will begin the process for you to receive your bursary.



● Internship Ends

Upon completion of the internship and confirmation that you have received your bursary payment, we will request full feedback from both you and the student.

Hints & Tips



Working Hours & Location:

- Internships can be completed:
Part-time around course commitments (no more than 10 hours per week)
OR
Full-time during vacation periods (Easter/Summer)
- An important part of Liverpool Interns is the opportunity for students to experience a workplace. Therefore the internship must have an element of in-person delivery and you should provide hands-on support throughout.

Knowledge Exchange & Skills:

- Internships should provide meaningful opportunities that reflect and utilise the degree-level expertise and transferrable skills being developed through academic studies.
- Internships should foster mutual knowledge exchange between students and host organisations.
- Whilst your project may be relevant to a specific degree course, we will promote to all students and you should base shortlisting decisions on transferrable skills and qualities, rather than degree course.

Payment & Liability:

- You will be required to pay the student £12.50 per hour as the project progresses, through your standard payroll system e.g. weekly/monthly.
- Once the 20-hour check-in is complete, we will begin the payment process for you to receive the £1000 bursary.
- You may need to be set up on the University's procurement system as a supplier in order to supply us with an invoice. We will advise if this is the case.
- Do not put VAT on your invoice.
- The student appointed will be required to be covered by the your public & employer's liability insurance for the duration of the internship.

Our Advice & Expertise:

- We can support with the creation of your job description to ensure that it is clear, engaging and appealing to students.
- We will carry out initial sifting of applications, before providing you with the CVs of the most suitable candidates.
- We can advise you on the best way to support the interns during the delivery of the project.