

# Getting started with King's Internships

Our portfolio provides quality-assured - often bespoke - opportunities for meaningful work either embedded in a programme of study or as co-curricular opportunities for students across King's, both in the UK and overseas. Participation also establishes a direct link with the university as an avenue for future collaboration and Employer Engagement activity.

However you choose to engage, our team will work in partnership with your organisation to deliver consultancy and support throughout the process, including initial consultation, development and curation of your specification, promotion and evaluation connecting you to the most relevant audience.

All programmes are supported by dedicated information, resources and e-learning provision for our students, enhanced by self-reflection and evaluation, and are embedded into our wider King's Careers & Employability offering which is designed to equip students with the knowledge, attributes, skills and experiences to prepare them for their future career.

## Our programme portfolio

- **Accredited** – internships offered for academic credit\* embedded within programme modules.
- **Advance** – internships exclusively available to disabled students.
- **Springboard** – internships for under-represented groups of students either part-time or during summer.
- **Insights** – bespoke short-term physical or virtual opportunities to aide career discovery for final year undergraduates.
- **PhD Insight** – bespoke short-term opportunities to aide career discovery for PhD students and researchers.

\*Certain programmes only – check our website for the latest list

Before engaging with any of our King's Internships portfolio, review our [King's Careers & Employability Statement of Professional Standards, Terms & Conditions and Privacy Statement \(pdf\)](#) and accompanying [King's Internships Terms & Conditions \(pdf\)](#) which provides greater clarity on the responsibilities of all parties involved.

You will be asked to thoroughly read and review our King's Host Agreement prior to participating in one of our programmes and sign this before participants can commence their opportunity. Please contact us for further information.

*The King's Host Agreement is a tripartite agreement outlining the obligations and expectations of the student, the host organisation and King's College London, in order to maximise the experience and output of the opportunity for the benefit of all parties.*

## Initial consultation and discussion

Our King's Internships team offer free advice and guidance to employers of all sectors, shapes and sizes who are interested in curating an opportunity or participating in our programmes. We can help your organisation to understand best practice and adhere to relevant formal, legal and ethical considerations for quality assurance.

For certain programmes, we may also offer financial support to minimise the costs of recruiting an intern from King's College London or to support our students through bursaries whilst they are undertaking their opportunity.

## Registering and submitting your opportunity

All King's Internships are advertised through our King's CareerConnect portal, so if you do not already hold an account, you'll need to [register online](#). Once you have submitted your organisation's details for approval, you can continue to upload the details of your opportunity. To do so, select the "Post King's Internship" button.

Alternatively you may wish to wait for your organisation to be approved before uploading your opportunity details to the platform.

Once you are approved you are ready to move forward with the process.

1. If you already have an King's CareerConnect account, [log in](#) and select the "King's Internships" tab along the top dashboard.
2. Select the programme you would like to participate in from the list presented to you. *If you are not sure which programme would be the best option for your organisation, please contact us on the details below.*
3. Once you have selected your King's Internships programme, the first two online fields should automatically update indicating the scheme you have chosen. Please check these are correct before moving on.
3. Complete the remainder of the online form and one of our team will be in touch with you within three working days to take this forward.
4. If you have any questions or encounter any difficulties when completing the form, please don't hesitate to get in touch.

## Contact us

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