



Internships: information and guidance for businesses

Overview of the scheme

[XR Stories](#) is a regional initiative delivered by the [University of York](#) in partnership with [Screen Yorkshire](#) and the [British Film Institute](#), and funded by the [Arts and Humanities Research Council \(AHRC\)](#). It has the overarching aim of making the Yorkshire and Humber region the UK's centre of expertise for digital storytelling.

For this funding call we are particularly looking to fund internships which seek to address the technical skills gaps required to support current emerging technologies in the sector. These include projects that address real-time digital media processes and workflows, asset creation, performance capture, worldbuilding, networks, automation/robotics, interactivity, immersive and virtual technology, AI and data.

The funding is available to small and medium sized enterprises (SMEs) operating in all screen industry sectors and currently using these technologies including film, TV, gaming, animation and other digital media agencies. It also includes businesses who are looking to include these particular emerging technologies as part of their business model in the future. Businesses must be registered in the UK and based in the Yorkshire and Humber region.

XR Stories may work with partner universities in the Yorkshire and Humber region to deliver this initiative.

What is an internship?

An internship is a clearly defined, paid, project-based piece of work. It should be completed in 12 weeks or less. It should be of a professional level and provide tangible benefits to the business as well as developing the intern on a personal and professional basis. The project must have clearly defined deliverables, outcomes and outputs, and have the ultimate benefit of moving the business forwards in some way closely connected to the use of emerging technologies identified above.

The project must also be challenging, stimulating and rewarding for the intern, with clear deliverables identified at the outset. The SME must be able to support the intern for the full duration of the proposed project.

We anticipate that some projects will be virtual, others may be completed in person and some a combination of the two depending on the environmental circumstances at the time, the nature of the work involved and the accessibility of the business and staff.



All projects are subject to XR Stories panel review, assessment and approval in advance of the proposed start date and funding confirmation.

Monitoring and evaluation requirements

Participating interns will be requested to submit a video or short written report at the end of their internship reflecting on their improvements in knowledge, skills, work-readiness and personal development and particularly related to technical skills requirements for emerging technologies.

Participating SMEs will be asked to complete an evaluation sharing insights and information about the benefits that the internship has provided to their business. Information provided at this time may be used by XR Stories for marketing purposes in the future. Businesses may also be required to complete additional feedback via their chosen regional university partner.

Eligibility

SMEs* need to be registered in the UK, based in the Yorkshire and Humber region and hold current employer liability insurance. Please note that employer liability insurance also needs to cover home working arrangements if applicable to the project.

Internships will be open to current students and recent graduates from universities in the Yorkshire and Humber region.

**Identified as less than £50 million in turnover per annum and fewer than 250 FTE (or equivalent) employees*

Funding and finance

XR Stories may partner with other universities in the Yorkshire and Humber region to deliver this initiative. Any funding that is agreed will be reimbursed by either XR Stories directly or through your university partner at the end of the internship on receipt of an invoice and timesheets (when required). Flexible payment schedules may also be supported.

All interns must be paid at a minimum of £9.90 per hour. Interns may be paid directly by the SME (or partner university if the facility is available) and any agreed funding will be reimbursed following the completion of the internship.

How does it work?

The scope and details of the proposed internship can be discussed in advance of any application with the XR Stories Internships and Bursaries Manager or your contact at your chosen regional partner university.

If you are proposing to work directly with one of our university partners in the region please contact them to discuss their application deadlines and how to apply to participate in the programme.

In your application you will be asked to provide and consider the following:

- An overview of the project the intern will work on and the proposed deliverables and outcomes.
- A plan or an awareness as to how this project will move your business forward in some way connected to emerging technologies.
- How the work will contribute to developing the intern's professional and technical skills required to support the needs of the sector for technical roles in the future.
 - What skills, behaviours and attributes the intern will initially need to be successful in ultimately delivering the project.
 - *Please remember that there's an assumption that there might be some learning and training required during the internship itself.*
- The capacity in the business or team needed to support the intern for the duration of the project - physically (virtually or in person) and pastorally.
- The duration (max 12 weeks) and working hours (max 37 hours per week) of the project and if some (or all) of the work has to be completed on your premises or could be done virtually.
- When you'd like the project to start - remember to allow time for the proposal to be reviewed and approved by the XR Stories panel and the subsequent advertising to students/graduates. The suggested minimum lead time is 4-6 weeks. Most students are free to work full time from the middle of June until the end of September.
- Remuneration - all of our interns must be paid a minimum of £9.90 per hour; with all projects attracting some level of funding.



How we'll support you

1. Offer guidance on your project - is it achievable within the proposed timescales, are students and graduates likely to be interested and have the necessary skills and experience, does it fulfill the criteria of supporting the technical skills gaps relating to emerging technologies, are the outcomes and deliverables clear and quantifiable?
2. Advertise the project to our student/graduate market in the region directly or via our partner universities.
3. Work alongside our partners to coordinate the recruitment and payment processes.
4. Make available equipment and tools to support the intern's work where possible.
5. Support you with information and guidance on workplace inductions and work planning where necessary.
6. Check in with you and the intern during the project to see how it's going, providing ongoing support and assistance when required.

And afterwards...

Every business and intern engaging in the scheme will be invited to participate in the wider XR Stories network. This will include access to events and showcases, additional funding opportunities and social networking.

We will also seek feedback from interns and employers during and after each project to evaluate the successes of the scheme and to develop case studies and other marketing collateral to promote the programme to students and employers for future programme initiatives.