



Company Fact Sheet

Shell Step is designed to help small businesses develop by kick starting and managing a project that can be completed within a realistic timescale and at an affordable price.

Every year, Shell Step recruits the UK's brightest and most enterprising undergraduates matching them with the specific needs of small businesses. By taking on an undergraduate for a Shell Step project, companies benefit from fresh ideas and new skills that can result in the development of existing technologies or processes in their businesses.

When do projects start

Projects typically commence between June and August and last for eight weeks culminating in an Awards Ceremony dinner in late August.

The cost to companies

£1955 plus VAT. This money is paid into a bank account and is used to pay the students, also included in the cost is a £275 management fee to run the programme. Students are placed onto Exdra's payroll, so that companies do not have to set up a payroll for just eight weeks

What projects can be undertaken

There are virtually no restrictions on the type of project a company can decide on, examples include:

Marketing	Business Plans	Environmental Audits
Process Mapping	Web Design	Analysis of production methods
Quality Systems	IT	Design of new product concepts
Web Design	Marketing Plans	Electronic Engineering

- When companies have decided what project they would like undertaken they apply on line stating the aims and objectives of the project and the transferable skills a student will need.
- We then match the skills required from the company to the skills of the students from a database of undergraduates that have applied to the programme.
- Companies are provided with some student profiles to review. This enables companies to select the students they would like to interview.
- We arrange for the students to attend an interview with the host company so that the right undergraduate is selected. Companies will then explain in more detail what the project will consist of, giving students the opportunity to ask questions.
- After the interviews we contact the company to see if the students interviewed were suitable.

- Once matched, students and host companies are sent a contract to sign so that everything is legally binding.
- An invoice is sent to companies with the contracts. **Payment must be paid in FULL before the student commences employment with the host company.**
- We ask host companies if they are able to contribute towards the students travelling expenses. This is arranged between the company and the student.
- Companies and students continue to apply until early summer.
- Students and host companies receive support from our agency throughout the eight weeks.
- Undergraduates earn £210 per week FREE of Tax and National Insurance, because it is treated as a training allowance. Students are paid fortnightly directly into their banks.
- We visit the host student or make contact by phone at some stage throughout the eight weeks to make sure you are happy with the placement and the company is happy with the progress of the project.
- At the end of the placement students are required to produce a short report and do a 5-7 minute presentation on the outcome of the project, highlighting the benefits to the host company and themselves to a small panel of judges.
- An awards ceremony is held at the end of August at Colchester Town Hall where all students and host companies attend.
- There are cash awards to students in various categories with an overall winner and runner up.
- If your student wins the local competition, the student and host company will go on to the high profile Regional and possibly the UK Shell Step Finals.

In order for a Shell Step project to be successful, it is also necessary to have:

- A set project for the undergraduate with aims, objectives and an expected outcome
- A suitable place for the undergraduate to work
- Appropriate supervisory and management arrangements

All students must attend

- An induction day prior to commencing their placement (June)
- A Mid term review for guidance and advice on writing their report and taking part in the competition (July)
- A judging panel, to make a 5-7 minute presentation (August)
- An awards ceremony (August)

How to apply

Apply online: www.shellstep.org.uk

For more information

Visit the website: www.shellstep.org.uk
 Email: Glynis.argue@exdra.co.uk
 Call: Glynis Argue on 01268 591436 or 07811 195282