

ShellStepFactSheet

What is Shell Step?

Shell Step is a programme designed to help develop small and medium-sized businesses, by kick-starting and managing new projects that can be achieved within a realistic timescale and at an affordable price.

Every year, Shell Step recruits the UK's brightest, most enterprising undergraduates and matches them with the specific needs of small and medium-sized businesses. By taking on a student for a Shell Step project, you can access fresh ideas and new skills that will have a positive impact on your business performance.



How does Shell Step work?

If you have a specific business or technical project in mind, but don't currently have the time to dedicate to it, we can source the right undergraduate with the profile and skills you need.

Additionally, our business support teams can help you identify the issues facing your organisation and translate them into a definable and structured project.

Projects typically take place for eight weeks over the summer period (July and August).

What projects can be undertaken?

There are no real restrictions to the type of project that you can set for a student. Our business support teams will advise on what you can realistically expect your Shell Step student to achieve over the course of the project.

Typical areas that Shell Step students can focus on include:

- Analysis of production methods
- Design of new product concepts
- Design and implementation of websites
- Marketing plans
- Environmental audits and follow-up work
- Setting up of systems e.g. ISO 9000, ISO 14001, IIP, H&S etc.
- Design of company literature
- Setting up IT and/or accountancy systems and more...

Who can take part?

Shell Step is a cost-effective programme designed to support small businesses and community and social enterprises (typically less than 250 employees).

Host businesses should have a specific project for a student to work on that will last the 8-week placement.

Businesses can be from any sector but MUST NOT have more than 250 employees or be owned by another company or group of companies, with more than 250 employees.

The only other requirement is for the host company to have the space and resources necessary to support a student throughout a project.



Shell

STEP

students and business in step

WWW.SHELLSTEP.ORG.UK

0844 248 8242



How much will it cost?

Students are paid a weekly training allowance of £200* which is free from Tax and National Insurance contributions. A small management fee may be added by the agent to support the delivery of the placement.

* 2008 training allowance amount



Benefits to your business include:

- A cost-effective resource
- Focused support for outstanding projects
- No payroll issues
- New skills and talent
- No Tax or National Insurance implications

How do I apply?

To register your interest and to apply online, please log on to www.shellstep.org.uk Alternatively you can contact step enterprise on 0844 248 8242 or email enquiries@shellstep.org.uk to receive an information pack with a paper-based application form. We will then put you in touch with your nearest Shell Step agency.



What happens next?

Once you have registered an interest or completed an application:

- You will be contacted by your Shell Step agency, who will discuss your business needs in more detail before agreeing on a feasible project that can be undertaken by a Shell Step student
- The agency will then match your project with registered students who have the required skills and expertise
- A shortlist of the most suitable students will be provided and individual interviews can be arranged
- Upon selection, the successful student receives a pre-project induction to prepare them for their project
- Contracts, including Health & Safety checks, are then issued by the agency to both parties
- The agency will invoice you for your contribution to the training allowance and will then pay the Shell Step students weekly or fortnightly
- A mid-term review is carried out to ensure both the host company and the student are satisfied with the progress of the placement, and to provide the student with any additional support
- At the end of the project the student will be required to produce a report and present their achievements to a panel of judges. Winning students could see themselves and their host company go right through to the high profile Shell Step UK Final, where the 'Most Enterprising Student' is announced

Would you like more information?

Please visit the website at www.shellstep.org.uk or email: enquiries@shellstep.org.uk

