

StudentFactSheet

What is Shell Step?

Shell Step is a dynamic work placement programme dedicated to providing challenging projects for ambitious undergraduates to undertake in small and medium-sized businesses, community organisations and social enterprises.

Every year, Shell Step looks for the UK's brightest and most enterprising undergraduates. If selected, you will be matched with the specific needs of a small or medium-sized business. You will be responsible for the management of a key development project for the host company and have the opportunity to research, create, improve and innovate.



How does Shell Step work?

- Register online
- Choose where you want to take part (in your home or university town)
- Carefully complete the application form which will be seen by potential host companies
- Dedicated Shell Step teams manage your application through a number of stages

The Shell Step teams promote the programme to appropriate companies in the spring. Suitable projects are identified, student applicants are assessed, and finally, students are matched with a project and host company.

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

What type of projects are available?

Shell Step helps organisations identify any issues they are facing and translates them into definable and structured projects. Shell Step students then tackle these projects providing a dedicated resource and a new perspective.

You are not expected to be an expert in the field, but have the necessary knowledge and skills to be able to complete a given project.

There are no real restrictions on the type of project that you may undertake, but examples include:

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

Who can take part?

- You must be a second or penultimate year undergraduate
- You must be registered on a full-time course at a UK university
- You are eligible if you have completed two years of an HND as long as you intend to continue your studies at degree level
- Shell Step is not open to temporary exchange students from overseas universities, first or final year students
- You cannot take part if you have already previously completed a Shell Step placement



Why Shell Step?

What does Shell Step have to offer in comparison to other work placement programmes?

- You will be matched carefully to a specific project taking into consideration a number of attributes including your academic qualifications, personal skills and interests
- You will be mentored on and off site by your Shell Step agent throughout the duration of your project
- You will have access to Skills Tracker, an online tool to track your skills development whilst on placement
- You will have the opportunity to participate in a national competition for the title of 'Most Enterprising Student'. Local winners progress to regional events, culminating in a prestigious national awards ceremony



How much will you be paid?

You will be paid a weekly training allowance of £200, which is exempt from Income Tax and National Insurance contributions.

When and how can you apply?

We accept applications all year round. First, you should register online and then:

- Complete an online application form at www.shellstep.org.uk or request a paper application form from Shell Step HQ at: Step Enterprise House, 14-16 Bridgford Road, West Bridgford, Nottingham NG2 6AB.

NOTE: You can only submit one application form (we cannot consider multiple applications).

What happens next?

Once you have applied:

- Your Shell Step agent will contact you to discuss your skills in more detail and will work to match you with a suitable project and company
- Most companies do not apply until close to the summer start date, so you may not hear from us for some time. If your application is successful, an interview will be arranged with a host company
- If a project is secured, contracts will then be issued
- You will receive a full day induction prior to the project and a mid-term review halfway through the project, where you will receive training in report writing and presentation techniques
- At the end of the project, you will be required to present and produce a report
- In addition to the training, the project will be closely monitored by your Shell Step agent, who will be on hand to help if required

Want more information?

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



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students and business in step

