

www.shellstep.org.uk  
0844 248 8242

# Shell Step Fact Sheet

Welcome to Shell Step,  
a nationwide project-based  
work placement programme

Shell Step allows you to harness fresh,  
creative ideas from talented, enthusiastic  
undergraduates.


Shell Step gives you the opportunity to have a key project  
completed, even if you don't have the time or resources to do  
it yourself.

Every year, over 600 Shell Step students take on these challenges,  
for small and medium-sized enterprises throughout the UK, and  
achieve outstanding results. Shell Step gives companies like yours  
the chance to:

- Identify any issues you are facing and turn them into a definable and structured project.
- Have a Shell Step student tackle a project and give you a dedicated resource with a fresh perspective.
- Initiate a project to look into new services.
- Research and develop new products.
- Launch e-commerce websites.
- Build bespoke software.
- Streamline processes and deliver benefits throughout your organisation.
- Have someone with a fresh approach and boundless enthusiasm join your team over the summer.

**To join the dynamic and progressive companies involved  
in a long-standing UK project-based work placement  
programme, register and apply for Shell Step today at  
[www.shellstep.org.uk](http://www.shellstep.org.uk)**





# We answer your questions about Shell Step

## How does Shell Step work?

- You register online and complete an application form.
- Your local Shell Step agent will contact you to discuss and finalise your project.
- They then identify students who meet your criteria.
- The short-listed, pre-interviewed candidates' details will be sent to you.
- You will then have an opportunity to meet the students and assess them before making a final decision on who your Shell Step student will be.
- Your project will then take place over eight weeks during July and August.

## What types of project are available?

Students can carry out a wide range of projects. What's more, our Shell Step agents will advise you on what you can realistically expect your Shell Step student to achieve over the course of the project. For instance, your Shell Step student could work on:

- Analysing your production methods.
- Researching and designing new product concepts.
- Designing and building websites.
- Developing marketing plans.
- Carrying out environmental audits.
- Setting up new systems including ISO 9000, ISO 14001, IIP, Health and Safety.
- Designing company literature.
- Setting up IT and/or accountancy systems and much more.

## Who can take part?

- Shell Step is available to small and medium-sized enterprises and community and social enterprises.
- 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.

- You must have the space and resources that your student will need.
- You must be able to assign a member of your team to oversee the project.

## What can be achieved?

During an eight-week project a Shell Step student can make a huge difference to your business.

For instance, your project may bring you time and cost savings or improved processes. In fact every year, the expectations of over 98% of the companies that take part are either met or exceeded.

## How much will it cost?

Students receive a training allowance of £210 per week which is exempt from National Insurance and Income Tax contributions. You will be invoiced for the total cost of your placement student by your local Shell Step agent.

Depending on local funding levels, there may be an agency management fee and in some cases, subsidies may be available for your placement.

## When and how can I apply?

First, you should register online at [www.shellstep.org.uk](http://www.shellstep.org.uk) and complete an online application form. Or you can request a paper application form from Shell Step HQ at Step Enterprise House, 14-16 Bridgford Road, West Bridgford, Nottingham, NG2 6AB. Telephone **0844 248 8242**.

We will then put you in touch with your nearest Shell Step agency.

Shell created Shell Step in 1986 and continues to support the programme across the UK. Shell Step would like to thank Scottish Enterprise for their support.

## Want to find out more?

Register with ShellStep now at [www.shellstep.org.uk](http://www.shellstep.org.uk)

Call our management team on **0844 248 8242**

Or email [enquiries@shellstep.org.uk](mailto:enquiries@shellstep.org.uk)