

Chapter 7: Internship Policy

7.1 Policy Revision Date: 1st August 2014

7.2 Policy Approval Date: April 24, 2015

7.3 Purpose of the Policy

To provide guidelines on hiring of interns from universities and/colleges and the opportunity to apply their theoretical knowledge to work environment.

7.4 Policy Statement

It is the policy of ZWRN that interns shall be engaged on a learning programme for a period specified in the contract of internship and ZWRN may, in its sole discretion pay a stipend to the interns.

7.5 Definition of any key terms used in the Policy Statement

"intern" means a student from a university or technical college or vocational college engaged by ZWRN on a learning programme for a period specified in the contract of internship.

"stipend" means an allowance paid monthly to interns to cover their living expenses during the learning programme at ZWRN.

7.6 Scope of the Policy

This policy applies to all interns at ZWRN.

7.7 Procedures for carrying out the Policy

- (1) The engagement of interns shall be on need basis.
- (2) Interns may receive stipends paid in the sole discretion of ZWRN.
- (3) Interns shall be under the guidance of senior staff members.
- (4) The relevant manager/supervisor shall complete the Staff Requisition Form and forwards it to the Accountant/Finance and Administration Manager.
- (5) The Accountant/Finance and Administration Manager shall check the Staff Requisition Form for completeness, accuracy availability of funds for the interns' stipends.
- (6) The Accountant/Finance and Administration Manager shall forward the Staff Requisition Form to the Executive Director for approval.
- (7) On receipt of the approved Staff Requisition Form, the Accountant/Finance and Administration Manager shall advise the relevant manager/supervisor accordingly.
- (8) The Accountant/Finance and Administration Manager shall source interns from the file of unsolicited applications for learning programme or from the relevant universities and colleges.
- (9) The Accountant/Finance and Administration Manager shall, in liaison with the Management Committee, prepare a shortlist of three to five university/college students for assessment.
- (10) The short-listed students shall be assessed by a panel to determine their potential and suitability for undertaking internship at ZWRN.
- (11) Interns from the universities, technical colleges or vocational colleges, as the case may be, shall be assessed and selected on the basis of the written application, Curriculum

Vitae, academic performance, recommendation/referral letter from the respective college or university and interview performance.

- (12) The Accountant/Finance and Administration Manager shall ensure that each successful student has signed a contract of internship before he or she starts his or her internship at ZWRCN.
- (13) The period of internship shall be for a minimum period of three months and a maximum of twelve months at any given instance.
- (14) Interns shall be entitled to sick leave and special leave during the period of internship.
- (15) The ZWRCN may register the interns under the NSSA workers compensation insurance fund and pay on their behalf full contributions rates to the said fund.
- (16) Interns shall be expected to fully observe and comply with ZWRCN's workplace rules and regulation during their period of internship.
- (17) Interns shall indemnify ZWRCN and its employees against any loss of life, illness or bodily injuries arising from the execution of their duties during the period of internship.
- (18) ZWRCN may, in its sole discretion and subject to the availability of funds, determine and pay the interns a monthly stipend (allowance) to cover their out-of-pocket or living expenses such as daily transport, lunch, and other miscellaneous expenses.
- (19) Interns shall be assigned a supervisor who will be responsible for their orientation, monitoring and evaluation of the learning progress.
- (20) The supervisor shall work closely with the individual intern to ensure that the performance of assigned duties is satisfactory.
- (21) Interns shall be required to maintain a record of summarised activities monthly.
- (22) The supervisor shall provide in writing feedback to each intern regarding their learning progress.
- (23) The Accountant/Finance and Administration Manager shall ensure that interns' learning progress is periodically assessed by the relevant manager/supervisor using the Intern Assessment Form.
- (24) Interns shall, upon completion of the internship programme, submit a written report to the Executive Director on their internship experience including but not limited to the nature of the work performed, what was learned, the learning programme's contribution to each intern's academic education, and any suggestions/recommendations for improvements.

7.8 Relevant Forms

- (1) Staff Requisition Form
- (2) Indemnity Form
- (3) NSSA Registration Form
- (4) Intern Assessment Form

7.9 Reference

- (1) Labour Act [Chapter 28:01]
- (2) Contract of Internship
- (3) University/College Referral Letter
- (4) Employee Handbook

