

## **Management of Internships Recruitment Framework**

### **1 Introduction**

This Policy is part of the Recruitment Framework which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to all recruitment processes in Abertay University.

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated HR Partner.

This procedure does not form part of any employee's contract of employment and it may be amended at any time. The University may also vary any parts of this procedure, including any time limits, as appropriate in any case.

#### **1.0 Internships**

Internships are an effective way for individuals working towards a professional career to gain experience and develop their skills and knowledge.

When managed appropriately, internships are beneficial to both the employer and the intern. The intern should develop professional skills and an understanding of a profession by undertaking work of value for an employer.

#### **1.1 What is an internship?**

An internship is where an individual works, on a short term basis, so as to gain relevant professional experience and skills before embarking on a career. The work undertaken by the intern must be meaningful and valuable to the University and provide opportunity for the intern to develop professional knowledge, skills and experience.

The University must comply with all current employment legislation provisions. Employees who are over compulsory school age are entitled to be paid at least the National Minimum Wage (NMW). Some groups are not eligible for NMW, either from being exempt from the legislation or not being classified as workers. Placements as part of a higher or further or voluntary work where the individual is under no obligation to perform work or carry out instructions are not eligible for NMW.

The following are not internships:

- Work experience or work shadowing where individuals do not perform work for the organisation, but simply observe a profession for a brief period.
- Part time, full time, hourly paid or vacation work unrelated to the pursuit of a professional career.

Further guidance of the management of interns on can be sought from the designated HR Partner for the recruiting School or Service.

## **1.2 What to do when considering employing an intern.**

Managers should identify, prior to employment, what they expect to benefit from employing an intern and how the work will develop the intern's professional skills and experience. Preparation should be undertaken to establish the appropriate skills, qualifications and perceived potential. The intern should be involved in an appropriate induction and other management and supervision activities as any other employee. Managers should provide the intern with a genuine opportunity to acquire skills and experience relevant to a professional career. Recruiting managers should ensure that they have the capacity to accommodate the intern and to provide the necessary level of support, including carrying out regular performance reviews.

Recruiting managers should follow the same procedure to recruit interns as other roles and be advised by the designated HR Partner. Additional aspects of intern recruitment are:

- The need to identify the value an intern can bring to the School/Service and to identify how the work will assist the intern in their professional career.
- Interns may be pre-dominantly offered to Abertay students; however you should observe good practice within the process to ensure equal opportunities and getting the best candidate.

## **1.3 Terms & Conditions**

Interns should be treated as University employees and receive the same terms and conditions as support staff.

The intern should be paid 50% of the bottom spinal point of the grade or the national minimum wage, whichever is higher. This rate recognises that internships are to be provided training, development and experience as to carry out the work\*.

Internships should be fixed term contracts normally for a maximum of one year.

## **1.4 On completion of the internships**

The recruiting manager or Head of School/Service should provide the intern with a reference letter detailing the work undertaken and experience acquired, and the content of the formal performance review conducted at the end of the internship.

*\*The same principle is applied to apprenticeships*

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**Version Control Table**

<b>Version No.</b>	<b>Purpose / Changes</b>	<b>Author</b>	<b>Date</b>
	New policy	Human Resources	
Version2	Amendments made in relation to terms and conditions	Human Resources	7/7/2014
V20161006	Update Job Titles	HR	20161006