



Internship Policy

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1. INTRODUCTION

1.1. The Institute is supportive of participating in Government-approved work experience initiatives and may also have DIT-organised internships opportunities from time to time. In this regard, this policy has been developed to assist with common queries that have arisen.

2. PURPOSE

2.1. The purpose of this policy is to provide clarity and information on internships offered in DIT. There are currently two types of internships offered in DIT;

2.1.1. DIT-organised paid Internships funded from External sources

2.1.2. DIT-organised unpaid Internships

2.2. This policy does not comprehend unpaid work experience placements including work experience for second-level students, work experience placements organised through the Student Sports, Recreation and Support Services department.

3. OVERVIEW – DIT ORGANISED PAID INTERNSHIPS

3.1. The aim of the internship is to introduce the trainee to a structured work environment and to develop an understanding of the organisation, procedures, and practices current in the organisation and the area of activity in which he/she is involved. It is important, therefore, that the intern be provided with adequate opportunities within the work placement to experience a range of activities carried out within the functional area in which the internship is taking place and to contribute in a positive way to those activities.

3.2. These internships must be funded from external sources, and with duration of between 4 and 12 weeks.

3.3. Internships should not be provided for types of work that are normally carried out by DIT Core-funded staff, including administrative, technical, teaching and maintenance work. The internship process may not be used in place of the normal recruitment process in DIT.

3.4. In Appendix 1 to this document you will find details regarding the approval process for internships, and a guide to recruitment, appointment, conditions and completing the internship as well as FAQ's on DIT-organised Internships.

4. OVERVIEW – DIT ORGANISED UNPAID INTERNSHIPS

4.1. This type of internship applies where a third-level student is undertaking unpaid work experience as part of a formal education programme. The student must be a registered student with a recognised third level Higher Education provider.

4.2. The intern should be provided with adequate opportunities within the work placement to experience a range of activities carried out within the functional area in which the internship is taking place such that the requirements of the education programme are met.

4.3. These internships are not paid. The interns do not have employee status and do not have a contract of employment. If applicable, and if funds are available through an external source, vouched expenses may be paid if incurred as part of the internship. However, expenses should not be

provided for normal activities such as travel to and from the main location of the internship. A policy in relation to expenses can be found on the Finance website.

4.4. The duration of this type of internship may exceed the standard duration of between 4 and 12 weeks, where aligned to the duration and terms of the programme of study being undertaken.

4.5. Internships should not be provided for types of work that are normally carried out by DIT Core-funded staff, including administrative, technical, teaching and maintenance work. The internship process may not be used in place of the normal recruitment process in DIT.

4.6. In appendix 2 to this document you will find details regarding the approval process for unpaid internships, and a guide conditions and completing the internship as well as FAQ's on DIT-organised Internships.

5. GARDA VETTING

5.1. All participants will be subject to the DIT policy on Garda vetting.

6. QUERIES

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Appendix 1: DIT Organised Paid Internships

1. APPROVAL PROCESS

1.1. Schools/Units identify an internship vacancy and complete an SRF for submission to the Human Resources Approval Group (herein after referred to as HRAG). The SRF detail includes location, duration and rate of pay, in accordance with the parameters of this policy.

1.2. All internships approved at the HRAG will be sent to the Human Resources Committee (HRC) for noting and recorded on the Internship Register.

2. RECRUITMENT

2.1. Interns should be recruited in broadly the same way as regular employees of DIT, with proper consideration given to how their skills and qualifications fit with the tasks they will be expected to fulfil.

2.2. Recruitment should be conducted in an open and rigorous way to enable fair and equal access to available internships. Positions may be advertised on the DIT website, the DRE page of the DIT website or internally within Colleges as appropriate.

2.3. The School/Unit will arrange interviews directly with applicants and make a selection decision. Standard Interview Templates are available. Unsuccessful candidates are notified by the School/Unit.

3. ELIGIBILITY CRITERIA

3.1. Internships are aimed to provide short-term work experience in an area relevant to the interns intended career path. Internships are not available to current or former employees of the Institute.

3.2. Those who have previously availed of a Government-operated Internship programme such as JobBridge or Work Placement Programme are not eligible for the DIT-operated Internships.

4. APPOINTMENT

4.1. Schools/Units will update HR with details of the applicant who has been selected.

4.2. HR will then issue a contract of employment to the applicant.

4.3. The Schools/Units must confirm the start date with the Intern and update HR with the actual start date. This will notify the Finance Department to process the payment for the Intern.

5. CONDITIONS

The following conditions apply to DIT organised internships:

5.1. Duration

Internships should be offered for a limited duration, of between 4 and 12 weeks. The duration should be sufficiently long to allow the intern the opportunity to gain meaningful work experience and develop their skills. Once an intern has completed their internship, they may not re-apply for further internships in the Institute, to allow the opportunity to be available to others seeking work experience.

5.2. Induction

Interns should receive a proper induction to DIT to allow them to fully integrate and understand the health and safety and quality policy of DIT. It is important to introduce an intern to the staff and the values of DIT to help them integrate into the team, and allow them to hit the ground running.

5.3. Supervision

The hiring manager should ensure there is a dedicated person(s) who has allowed time in their work schedule to supervise the intern and conduct regular performance reviews. This person should provide ongoing feedback to the intern, be their advocate and mentor during the period of internship, and conduct a formal performance review to evaluate the success of their time with DIT.

5.4. Status

During their time with DIT, interns will be treated as fixed-term employees and will receive the same degree of professionalism and duty of care as other employees. They should not be seen as 'visitors' to DIT, or automatically assigned routine tasks that do not make use of their skills. DIT should make some allowance for interns to, on occasion, attend job interviews or complete study requirements.

5.5. Payment & Benefits

- Interns are subject to legislation for minimum wage.
- Part-time Internships will be paid on a Pro-rata basis.
- Annual leave entitlement at the rate of 8% of hours worked will be payable on termination of the internship.
- No overtime pay will be paid, and Interns may not work in excess of 37 hours per week.
- Internship posts are not pensionable and will not receive sick pay.

6. COMPLETING A DIT-ORGANISED INTERNSHIP

6.1. On completion of their internship the hiring manager/ supervisor should provide interns with a certificate/reference letter detailing the work they have undertaken, the skills and experience acquired, and the content of the formal performance review conducted at the end of the internship. Interns should also be offered the opportunity to give feedback on their experience in an 'exit interview', giving DIT the opportunity to reflect on its own performance in delivering internships.

6.2. In advance of the cessation of the internship, the hiring manager / supervisor should advise the Human Resources department of any annual leave days taken or sick leave taken so that the final salary payment can be processed for the intern.

Appendix 2: DIT-Organised Unpaid Internships

1. APPROVAL PROCESS

Schools/Units identify an internship opportunity and complete an SRF for submission to the Human Resources Approval Group (herein after referred to as HRAG). SRF detail includes location, duration, in accordance with the parameters of this policy. All internships approved at the HRAG will be sent to the Human Resources Committee (HRC) for noting and recorded on the Internship Register.

2. RECRUITMENT

Applicants seeking internships as part of their formal education programme may be offered placements with proper consideration given to how their work placement requirements fit with the tasks they will be expected to fulfil. Recruitment should be conducted in an open and rigorous way to enable fair and equal access to available internships. The School/Unit will arrange interviews directly with applicants and make a selection decision. Standard Interview Templates are available. Unsuccessful candidates are notified by the School/Unit.

3. ELIGIBILITY CRITERIA

Internships are aimed to provide work experience in an area relevant to the interns intended career path as part of their formal education programme. Internships are not available to current or former employees of the Institute.

4. APPOINTMENT

Schools/Units will update HR with details of the applicant who has been selected. The Schools/Units must confirm the start date with the Intern and advise HR who will issue them with a contract of employment.

5. CONDITIONS

The following conditions apply to DIT-organised unpaid internships:

5.1. Duration

Internships should be offered for a limited duration, directly related to their formal education programme. The duration should be sufficiently long to allow the intern the opportunity to gain meaningful work experience and develop their skills. Once an intern has completed their internship, they may not re-apply for further internships in the Institute, to allow the opportunity to be available to others seeking similar placements.

5.2. Induction

Interns should receive a proper induction to DIT to allow them to fully integrate and understand the health and safety and equality policy of DIT. It is important to introduce an intern to the staff and the values of DIT to help them integrate into the team, and allow them to hit the ground running.

5.3. Supervision

The hiring manager should ensure there is a dedicated person(s) who has allowed time in their work schedule to supervise the intern and conduct regular performance reviews. This person should provide ongoing feedback to the intern, be their advocate and mentor during the period of internship, and conduct a formal performance review to evaluate the success of their time with DIT.

5.4. Status

During their time with DIT, unpaid interns will be treated as students and will receive the same degree of professionalism and duty of care as other students. They should not be seen as 'visitors' to DIT, or automatically assigned routine tasks that do not make use of their skills. DIT should make some allowance for interns to, on occasion, attend job interviews or complete study requirements.

5.5. Payment & Benefits

Unpaid Interns who are undertaking a work placement for the purposes of completing a formal education programme are not subject to legislation for minimum wage, as they are not employees and are not carrying out the work of employees.

6. Completing a DIT Organised Unpaid Internship

On completion of their internship the hiring manager/ supervisor should provide interns with a certificate/reference letter detailing the work they have undertaken, the skills and experience acquired, and the content of the formal performance review conducted at the end of the internship. Interns should also be offered the opportunity to give feedback on their experience in an 'exit interview', giving DIT the opportunity to reflect on its own performance in delivering internships.

FAQ –Internships

- **Can any College/School/Unit advertise a DIT-organised Internship?**

Yes, provided approval has been received through the HRAG.

- **Can the participant take over the duties carried out by a vacated post?**

No. The position is intended to be a training position and is not intended to simply replace a vacated post. Therefore the role description for the Work Placement and Internships should be different to any established post in the Unit.

- **What are the hours of work?**

- For DIT-organised Internships – the hours of may be part-time or wholetime. The wholetime hours are 37 hours per week.

- **Are Interns entitled to annual leave?**

Yes, if the internship is paid

- **For DIT Organised Paid Internships** – interns will be paid for annual leave on termination of contract.
- **For DIT Organised Unpaid Internships** – no annual leave is payable

- **Can the participant be paid by DIT whilst on an Internship?**

Yes and No. It depends on the scheme.

- **For DIT Organised Paid Internships** – Yes. Interns are subject to legislation for minimum wage for a 37 hour week. Furthermore, there is nothing to prevent DIT reimbursing an intern for **vouched** expenses incurred as part of the internship. However, expenses should not be provided for normal activities such as travel to and from the main location of the internship. A policy in relation to expenses can be found on the Finance website.
- **For DIT Organised Unpaid Internships** – No. These interns are not deemed to be employees, but are completing work placement as part of a formal education programme. However, there is nothing to prevent DIT reimbursing an intern for **vouched** expenses incurred as part of the internship. However, expenses should not be provided for normal activities such as travel to and from the main location of the internship. A policy in relation to expenses can be found on the Finance website.

- **Is the participant entitled to career development opportunities?**

The purpose of the internship is to enhance the participant's skills and career prospects while gaining valuable experience in a workplace setting. Participants will not have any preferential treatment in being considered for future DIT posts.

- **Can the participant apply for paid employment within or outside the Institute whilst participating on a Internship?**

Yes.

If the participant gets a job during the placement or internship they are under no obligation to stay with DIT or within a specific College/School/Unit. The participant should provide the Head of School/Unit with a minimum of one weeks' written notice. If the participant gets a job then the placement or internship ends.

- **Are participants facilitated to seek paid employment whilst participating in an Internship with DIT?**

Yes. Participant should be allowed time to attend interviews; visit their Local Social Welfare Office and Employment Services to facilitate their job seeking activities.

- **I am a casual worker in DIT, am I eligible to participate?**

No. DIT-operated Internships are not available to current or former DIT employees.

- **Can I replace the participant when an internship ends?**

For DIT-organised Internships – HRAG approval is required for each internship.

- **Can I offer an unpaid internship to a student who is undertaking placement as part of a formal education programme?**

Yes but only if it is part of a formal education programme on which the unpaid intern is registered. The formal education programme may be undertaken in any recognised Higher Education Institution.

- **Can I advertise an unpaid internship to a non-student?**

No, interns are entitled to receive at least the minimum wage.