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Internship Policy

Metanoia Institute

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Related policies
• Disciplinary Policy • Anti-Harassment & Anti-Bullying Policy • Whistleblowing Policy
External Reference

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Metanoia Institute Internship Policy

1. Policy Statement

Internships schemes can be very beneficial for both Metanoia Institute and the Intern. This scheme helps to provide additional resources, skills and focus within the Institute at a low cost and is a great way for young people to gain employability skills and to test where their talents might lie for future careers.

2. Purpose

This policy sets out Institute's approach to engaging people to undertake a variety of work experience opportunities, including Internships, student-based work experience and volunteering. The policy covers arrangements where the individual is undertaking work for the benefit of the organisation and "work shadowing", where the individual does not perform any work for the benefit of the organisation.

3. Scope

Those who want to gain experience in the workplace for career development purposes or those who wish to perform an unpaid activity for charitable reasons.

4. Definition

Internships may also be referred to by some people as work experience or work placement.

5. Roles and Responsibilities

Metanoia Managers: are responsible for ensuring that the process is followed and where appropriate refer to Metanoia People Team to guarantee that all matters are resolved promptly and fairly.

All staff are advised to familiarise themselves with this policy and the appropriate Metanoia Policies. Any issues related to this policy, please contact hr@metanoia.ac.uk

6. PRINCIPLES OF THE POLICY

Managers must follow the policy guidelines. (Note: Internships must not be used as a substitute for current paid jobs.) Individuals on internships are not employees so do not qualify for salary or benefits. However, in most circumstances Metanoia Institute will contribute towards the cost of reasonable travel expenses and lunch expenses (if receipts are provided).

Expense must be agreed in advance with each individual with the following limits:

- Up to £10.00 per day lunch expenses
- Up to £61 per week travel expenses (which is equivalent to a zone 1 – 4 travel card Monday to Sunday)

Internships must be supervised by the Primary Tutor. Metanoia Institute will normally provide reasonable resources to enable the intern to carry out their work. E.g. access to IT equipment. Office desk, telephone etc. This must be planned in advance of recruitment to ensure that we can accommodate the placement.

Internships placements are unpaid non-contractual (voluntary) positions, for a set period. As the role is voluntary, there is no legal requirement for individuals to turn up for work if they do not want to. However, while they are placed with us, we require them to carry out their duties as agreed to the best of their abilities, to behave in a professional manner, and we expect and require them to abide by our rules, standards, values and guidelines.

At all times Metanoia Institute must treat the relationship in a professional manner. It is important for both the individual and Metanoia Institute that the experience is a positive one.

Although the individuals on these placements are not employees, we are still legally required to ensure their health and safety. They also have the same rights as employees regarding personal data under the Data Protection Act. We are entitled to request DBS check if the work requires it.

The Internship policy is overseen by HR who will offer guidance and support on the process. However, it is the responsibility of the relevant line manager – referred to in this document as the supervising manager – to manage and deliver the process for each individual.

7. INTERNSHIPS

The prime purpose of internships is to provide interns with a meaningful experience that enhances their employability and skills. Metanoia Institute gains new and motivated members of the team who can bring new skills and perspectives, provide additional resource and can potentially improve business performance. In order to achieve this, our processes must be robust and well planned, as it must be recognised that to achieve these benefits there is an investment on our side in time, effort, and planning.

7.1 How Should Internships be managed

All interns should be treated reasonably, fairly and equally, in the same way as we treat staff. Therefore, we must follow proper procedures including recruitment, induction, supervision and review, training and development, and reimbursement of expenses.

HR will act as a central communication point for the whole process, and can provide general support and guidance for both the intern and the Supervising Manager. Appropriate guidance and training will be provided. However, it is the Supervising Manager who must manage the individual and the process, as below.

7.2 Recruitment

The Supervising Manager must first ensure the position is signed off and key faculty/people made aware that the post is being recruited.

We should recruit interns in generally the same way as normal employees. Recruitment must be conducted in an open and thorough way, so that the process is fair, transparent and equal. Advertisements should state clearly how long the internship will last, the main duties or projects, what expenses are covered, and what qualifications or experience we prefer.

The Manager must give proper consideration during selection to how an individual's skills and qualifications, and experience if any, fits with the tasks they are expected to carry out. Interviews should generally be conducted in the same way as usual, but with less emphasis on testing experience and more questions to test skills and aptitude, e.g. approach to projects, problem solving, communication, numeracy etc.

Internships may be for any length of time (but only while costs are covered), but are often for 3-6 months, and at Metanoia Institute we have put a limit of a maximum of **12 months**. They may be part-time or full time. Internships are well suited for non-urgent projects, or as additional support on an existing project or task. This suits the fact that they are a voluntary position and, should an intern not stay, not turn up, or not be suitable, we do not suffer serious consequences.

7.3 Appointment

The HR department hold a template **Internship Agreement** that both the Intern and Metanoia Institute must sign. This is not a contract; it is an agreement by both parties to confirm acceptance of their responsibilities.

7.4 Induction

Interns should experience the standard Metanoia Institute induction programme, for the same reasons as we induct staff: to help them fully integrate and better understand Metanoia Institute and what we do, and to learn what they need to know to do their work effectively.

7.5 Supervision, Performance Review and Learning and Development

Interns usually have little or no previous work experience, so good management and supervision is crucial. The Supervising Manager should have regular contact with the intern and be a first point of contact. This is particularly important at the beginning of the internship.

A clear work plan, clear objectives and review and feedback are an important part of the process. In the same way as with a new member of staff, performance reviews should be conducted weekly at first, subsequently moving to monthly reviews. These should be documented, with the level of detail as required.

Learning and development are a key objective for the intern, so training and development needs should be addressed to enable the intern to carry out their role effectively. Training needs will be identified through reviews, or other observation and feedback. Training will mostly be through on-the-job learning, coaching from the Supervising Manager or other colleagues, or via the opportunity to attend free seminars or conferences. You should not address training and development further than is needed for the intern to be able to carry out the work required. ¹

It is common practice to allow a little flexibility around an intern's working pattern, as many interns are seeking a job and may need to attend occasional interviews.

At the end of the internship, the Supervising Manager should meet with the intern to give them a final review and include some developmental feedback.

We will provide a written reference, as this is the best way that the intern can demonstrate to a future employer what skills that have developed and what they have achieved. This will be based on the performance reviews. The Supervising Manager and HR will agree the reference together.

NOTE: Should an intern wish to apply for a job vacancy that comes up towards the end of their internship then we should follow the normal recruitment process. The intern will be taken through the recruitment process in the same way as we would with a member of staff who applies for a position internally.

8. Monitoring and Review

Human Resources are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals. Anyone who feels they have been unfairly treated or discriminated against should contact Human Resources.

Annex 1
Internship Agreement Form

Internship: Description of Tasks and Responsibilities

Intern Position:

Length of Internship:

Dept:

Reports to:

Key Tasks and Responsibilities: (describe key tasks; group projects/areas of responsibility together)