

IWA internship policy

Date drafted: July 2021	Date for review: December 2023
Date approved by the Board: December 2021	

Purpose of our internship policy

Our internship policy has been created to show our interns and potential interns that we have spent time and care in planning how interns will be welcomed at the IWA. It also outlines that all interns will be treated in a fair and consistent way. It should also help our interns understand what support is available to them and what they can expect from us.

This policy applies to all internships at the IWA. Internships differ from volunteering and this policy does not cover volunteers who are not interns. Please see [here](#) for our Volunteering Policy.

Please note that there are two types of internships: unpaid volunteer internships and paid internships.

Unpaid volunteer internships tend to:

- have a stronger focus on personal and skill development
- be time limited, rather than open ended, and may involve supporting or delivering a distinct project
- be more structured
- be more attractive to those looking to develop skills, such as career changers and those looking for experience of the voluntary sector.

Paid interns undertake regular paid work for an employer and are bound by a contract of employment and are entitled to receive the National Minimum Wage.

The following **principles** apply:

1. Unpaid Interns are not employees of the IWA and will not be used as a substitute in place of part time and full-time employment.
2. The IWA will openly advertise all internships, whether volunteer or paid, on our website www.iwa.wales and through our non-members newsletter

3. When recruiting to a paid internship, the IWA will ask applicants to demonstrate their interest in, and commitment to, the field in which they operate, so long as this is part of a fair and open recruitment process
4. There will be no legally enforceable contract between the unpaid interns and the IWA in relation to the placement, but we will ask you to sign a volunteer agreement which sets out the Institute's expectations of you in the role of unpaid intern and what you can expect from the Institute.
5. Unpaid interns should not have a certain number of hours imposed on them, but the time they spend volunteering should be mutually agreed based on their availability and around other commitments they may have.
6. Unpaid interns will not be paid, but any reasonable expenses incurred in carrying out their duty as an unpaid intern can be reimbursed. All expenditure incurred needs to be approved by the line manager in advance.
7. Unpaid interns do not have to accept the offer of a placement and may withdraw at any time, before or after the placement has started.
8. The IWA is under no obligation to offer the unpaid internship placement and may withdraw the placement at any time, before or after the placement has started.
9. For the sake of convenience, the unpaid intern and the IWA should try to give each other enough notice of their intention to end the placement.
10. Unpaid interns may undertake paid work for other Companies or other placements with other entities.
11. Paid interns are considered as workers in employment law. Paid interns will be required to sign a legally binding internship contract which must be made available to them from the first day of their paid internship. Paid interns will be required to adhere to all policies and procedures that apply to staff unless its is expressly excluded
12. Roles within organisations change and develop over time, and so it is important to review the status of roles and the nature of the relationship with the organisation on a regular basis. This can help to identify any potential issues early and ensure that there is always clarity about expectation
13. Interns (whether volunteer or paid) will be allowed time off to attend job interviews.

Insurance, health and safety, accidents and risk assessment

IWA has a valid insurance policy so that interns are covered by public liability insurance, which you are advised to read. It covers the activities you will be doing. We will set out our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies.

Confidentiality

We expect all interns to adhere to confidentiality guidelines which will be explained to you before you begin your placement with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

IWA is committed to embracing diversity and promoting equality and inclusion. When representing IWA as an intern we expect you to support our commitment to promoting equality.

Pay

1. Unpaid volunteer internships are of a limited length. Unpaid volunteer internships can only last for a maximum of one month.
2. Paid internships can be for up to one month and can extend beyond one month.
3. Paid internships will be paid at the Real Living Wage as the IWA is proud to be a Living Wage employer.

Our commitment to you

1. The IWA aims to ensure all internships are as accessible as possible, including to those who need to support themselves financially, claim benefits, study or care for others.
2. For unpaid internships, we pay out-of-pocket expenses and will reimburse travel and lunch expenses, and travel expenses to IWA interviews and inductions in line with our Expenses Policy.
3. We offer part-time roles to make sure that all volunteer internship roles have the capacity to be flexible around individuals' needs, and are advertised so as to encourage applications from a diverse range of backgrounds. This could include having scope to undertake the role over fewer days each week or outside normal office hours.
4. We try to design roles to fit around other commitments. Where possible, volunteer interns should be able to fit the role around work, study or other commitments. For example, we will consider if an intern has to be office-based or if they could carry out their role from home in the evenings after work or study.
5. We set fair entry requirements and think through what experience or qualification a potential intern really needs. For example, not requiring a degree or experience in the field, unless they are needed for the role, will open up a role to a wider range of applications.
6. We are flexible on location. We try to prevent discrimination against candidates based outside Cardiff by offering roles across the country, and will consider flexible arrangements to allow interns to volunteer at home or remotely where possible.
7. We limit volunteer internships to a set period of time and, where possible, are flexible about the length of an internship to suit the volunteer's personal circumstances
8. We advertise each role to ensure equal access.

Management of interns

1. All interns will be supported in accordance with widely accepted principles of good practice in volunteer management
2. All interns will receive an induction to the IWA. This will include:
 - An introduction to the IWA, including our history, current work, culture and values, and how it is structured.
 - A brief introduction to the team as well as the people that the intern will be working with on a regular basis.
 - A tour of our office, including work areas, 'breakout' areas, where to get food from, where the nearest toilets are and where the fire exits are situated
 - Health and safety information (this is a legal requirement).
 - A clear outline of the job/role requirements (which should be the same as the original job advert), including a discussion of the day-to-day duties that the intern will be responsible for in addition to any short-term and long-term objectives that are relevant at the beginning of the internship (for example projects that the intern will be working on).
3. We aim to offer high quality support at all stages of your involvement with the IWA. This includes ongoing supervision; having a named person in the organisation to support, monitor and supervise the intern; and opportunities for catch-up meetings to discuss arrangements.
4. We provide opportunities for evaluation and regular feedback and will seek feedback from interns regularly on their experience. This feedback and other elements of evaluation of opportunities will be used to help inform the development and improvement of practice.
5. We aim to address any problems that may arise during the internship clearly and transparently. Should an intern wish to raise any issue, they should do so directly with their line manager, or with the Director.
6. We recognise the contribution of interns by letting them know in writing how their support has contributed to achieving the aims and objectives of the organisation. This record can then be used to help them demonstrate what they have learned to a future potential employer.
7. We will provide a reference at the end of an internship.

This is the Internship Policy of IWA and will be reviewed every 24 months.

Date of next review: December 2023 Signed _____, Director

IWA Unpaid Internship Agreement

Welcome to the IWA. We appreciate your interning with us, and this agreement indicates our commitment to do the best we can to make your internship experience a positive and rewarding one. We aim to be flexible so please tell us if there is anything you would like to change or discuss. You should also be made aware of your role description and the Staff Handbook.

This unpaid internship Agreement is a description of the arrangement between us **THE INSTITUTE OF WELSH AFFAIRS** ('the Institute') and you [*insert name*] ('the Volunteer') in relation to your voluntary internship work.

Your unpaid internship role is [*insert details*] which starts on [*insert date*].

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your internship experience with us a positive and rewarding one.

This internship agreement sets out the Institute's expectations of you in the role of intern and what you can expect from the Institute.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed below.

The Institute commits to the following:

Induction and training

The Institute will provide an induction process to the Institute's work and its staff and provide you with necessary training to enable you to carry out your volunteer role.

Supervision and support

As an organisation we undertake to:

- introduce you to your role, to the organisation and to other staff and volunteers that you will come into contact with
- provide regular opportunities for you to meet with your supervisor.
- give you a named supervisor. Your supervisor is _____
- seek to understand your reasons for interning, interests and wishes and to meet these as far as possible
- reimburse out of pocket expenses in line with our expenses policy
- consult with you about changes that affect your internship
- provide a safe environment and insurance cover for you whilst you are interning

- treat you with respect, in accordance with our equal opportunities policy
- respond to your concerns or complaints as quickly as we can
- communicate to you the required standard of service provided by the Institute and support you to achieve and maintain this standard
- consult with you about changes that affect your volunteering
- allocate a named member of staff who will regularly meet with you to discuss and review your role
- provide support to allow you to develop within your role
- provide support to allow you to develop positive working relationships with other volunteers and Institute employees.

Health and safety

The Institute will provide you with reasonable training to allow you to carry out your role in compliance with the Institute's health and safety policy.

Reimbursement of expenses

The Institute will reimburse all reasonable out of pocket expenses incurred by you in order to carry out your unpaid internship role including expenses for authorised *travelling incurred during your unpaid internship*. Reimbursement will be in line with the Institute's expenses procedure, a copy of which is provided to you.

Providing insurance cover

The Institute will provide necessary insurance cover that covers you whilst you are carrying out any approved and authorised unpaid internship work. This does not include private vehicle or contents cover.

Equal opportunities policy

The Institute will ensure that you are supported in accordance with the Institute's Equal Opportunities Policy, a copy of which is provided to you.

Addressing volunteer concerns

The Institute will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your internship activities with the Institute. Please initially raise such concerns with your line manager to allow the Institute to investigate and resolve these.

Unpaid Internship agreement

I, *[insert name in capitals]*, agree to be an unpaid intern with *The Institute of Welsh Affairs* and commit to the following:

- to help the Institute fulfil the following services *[insert details of services here]* to the agreed standards which have been clearly explained to me
- to perform my internship role to the best of my ability
- give as much notice as possible if I am not able to volunteer as expected
- to perform my internship role to the required timescales
- to adhere to the Institute's policies and procedures, including the code of conduct, health and safety policy and equal opportunities policy

- to maintain the confidentiality of the Institute's information, and that of its clients both during and after your volunteering role
- report anything that causes concern for my safety/wellbeing or that of others
- do my best not to behave in any way that would bring the organisation into disrepute
- make the most of opportunities for training and development.
- to ensure that any private vehicles used to carry out the internship role are appropriately taxed and insured. The vehicle will also be maintained and serviced in line with manufacturer's recommendations
- to provide details of referees who may be contacted and to agree to a criminal record check or any other necessary check

Acknowledgement

You acknowledge that you have received and understand this agreement and agree to carry out your internship in line with the required standards. You will also maintain confidentiality of any information received regarding the Institute during your internship role.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed:

[Intern]

Print name:

Date:

Signed:

For and on behalf of *[Institute]*:

Print name:

Date: