



Win-winternship course

Module 2. Designing and resourcing an internship

VIP@work

vocational internship placements

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INTRODUCTION



Work-based learning in the form of internships is seen as an important way to help young people make a smoother transition from school to work. Yet there are still many companies that do not have experience with VET internships. Are you considering to hire an intern but you don't know how?

This module will explain you the internship system in your country. You will also learn how to effectively design and resource an internship programme!

LEARNING OBJECTIVES

- Understand the internship system in your country
- Know the steps how to effectively design your own internship program
- Be able to design your own internship program
- Know how to resource your own internship program

An important aspect of vocational education and training consists of working and learning in practice, known as work placement.

There are two types of work placement:

1. Practice placements (school-based pathway)
2. Apprenticeships (work-based pathway)

PRACTICE PLACEMENTS



Students in the school-based pathway follow daily education and look for an available practice placement with companies themselves. A practice placement period can last for a few weeks to a few months and accounts for 20 to 60 percent of their education.

APPRENTICESHIP



Students in the work-based pathway look for an apprenticeship within a company, which accounts for at least 60% of the total education time. They usually work four days and spend one day a week at school. Students usually get a formal labour contract with the company and receive a salary. It is also possible for companies to 'hire' a student through a joint venture of companies that together provide training for entry-level professionals.

In this course...

WE FOCUS ON PRACTICE PLACEMENTS

Important for you to know!

In this course we focus on Practice Placements, called Vocational Internship Placements (mbo-stages).



Facts & Figures in The Netherlands

Every VET student is involved in a work placement as part of their study. In the school year 2017-2018 there were almost 486.000 VET students of which 78% did a practice placement and 22% an apprenticeship. There are 247.000 accredited work placement companies of which 9.500 are abroad.

ACCREDITED WORK PLACEMENT COMPANY?

If you run a company in the Netherlands and you want to offer a vocational internship placement, your company must be an accredited work placement company. You can request a certificate from the Foundation for Cooperation between Vocational Education, Training and the Labour Market ([SBB](#)).

beroepsonderwijs  bedrijfsleven

WHAT IS NEEDED?

As an accredited work placement company, you will uphold the following conditions:

1. You offer students a safe workplace that corresponds with their education or training. The student will carry out the profession for which he is training with the corresponding tasks and requirements.
2. You assign a workplace trainer, who has good insight in the profession and is able to coach and manage students on the work-floor. You will make time and resources available for the workplace trainer to carry out these tasks.
3. You are willing to cooperate with VET schools and SBB, and you will provide the appropriate and necessary information.
4. You agree to the publication of your business details on Stagemarkt.nl (link is external): the website that students use to find a practice placement opening or apprenticeship.

Please consult the code for accreditation of work placement companies for more information and any sector-based additions:

<https://www.s-bb.nl/en/file/593/download?token=FEg5q6SS>

WORK PLACEMENT PROTOCOL

WORK PLACEMENT PROTOCOL

vocational education

	Student	School	Work placement company	SBB
Preparation and matching	<ul style="list-style-type: none"> Searches for information about the company Familiarizes himself/herself with sectors, occupations, companies and learning opportunities Knows what he/she wants to learn Is motivated Makes a good impression on the company 	<ul style="list-style-type: none"> Prepares the students in practical terms for the work placement Supports the students while they look for a work placement Ensures a good match between the student and the company Provides company orientation, and presentation and job application skills Provides clear information before the start of the work placement period about the responsibilities and obligations of the company and the school Makes specific agreements with the company in the work placement contract about the form and content of the work placement, the method and frequency of support, the personal learning programme and examination methods 	<ul style="list-style-type: none"> Is a by SBB accredited work placement company Investigates whether the expectations of the student and the company are a good match Makes specific agreements with the school and the student about form, content, support and assessment of the work placement Records these agreements in the work placement contract provided by the school 	<ul style="list-style-type: none"> Ensures the work placement company recruits Provides support for 4 weeks Publicizes the work placement on SBB's public website www.stageregister.nl Supports the company on www.stageregister.nl Supports the company on www.stageregister.nl the student with the work placement company
Work placement period	<ul style="list-style-type: none"> Is well prepared and motivated to start the work placement Keeps to the agreements defined in the work placement contract Follows the instructions of the work placement supervisor Gives feedback to the school work placement supervisor 	<ul style="list-style-type: none"> Ensures that the student and the work placement supervisor know who the school contact person is, and when he/she is available Provides sufficient support in line with the agreements in the work placement contract Monitors progress and the match between the student's learning objectives and the learning opportunities at the work placement company Provides a competent and dedicated work placement supervisor 	<ul style="list-style-type: none"> Provides the student with day-to-day supervision and training at the work placement company Provides a qualified, motivated and accessible work placement supervisor Carries out coach interviews and progress meetings with the school supervisor and the student 	<ul style="list-style-type: none"> Trains and coaches the work placement supervisor and provides advice and resources so that they can do their job Encourages the equality between school and work placement If necessary, provides support for the work placement for the consultation with the school
Assessment	<ul style="list-style-type: none"> Ensures that every component of the work placement programme has been completed and submitted 	<ul style="list-style-type: none"> Ensures an objective assessment of the student Has contact with the company about the assessment of the work placement and the evaluation of the work placement period. The school takes the initiative Includes the company's judgement of the student's work placement as part of the assessment Provides the company with feedback about the assessment 	<ul style="list-style-type: none"> Assesses the student at the end of the work placement period in line with the agreements in the work placement contract Maintains contact with the school about the student's work placement assessment 	<ul style="list-style-type: none"> Trains and coaches the work placement supervisor in carrying out an objective assessment Provides the work placement supervisor and the company with advice and resources so that they can assess well
Evaluation	<ul style="list-style-type: none"> The school and the company evaluate the work placement with the student The school and the company evaluate their collaboration during the work placement and see where improvements can be made Based on these evaluations, the work placement advisor from SBB determines whether the company, together with this work placement supervisor, can be considered a 'durable' work placement company The work placement advisor from SBB supports the company if they require help in drawing up and implementing a plan for improvement If necessary, the work placement advisor from SBB terminates the work placement company's accreditation 			<p>Established by MBO Raad, SBB, MKB-Nederland, VNO-NCW and the Ministry of OCW on June 10, 2014 Updated by the board of SBB on July 3, 2015</p>

To get a good overview of what is expected from the student, school, the work placement company and SBB, a Work Placement Protocol has been developed.

Download it [here!](#)

ACCREDITATION

Your accreditation is valid for four years. After this period, the SBB work placement advisor is able to extend it. He can also withdraw the accreditation if this is deemed necessary. Since 1 August 2015, there has been one national logo for all accredited work placement companies. The logo indicates that you train VET students.



OTHER THINGS TO CONSIDER: CONTRACT

Work placement contract

The agreements between the student, the school and the accredited work placement company are laid down in a work placement contract (include example?). The school is responsible for the contract.

OTHER THINGS TO CONSIDER: INTERNSHIP FEE

Internship fee

You can pay your interns a normal wage or an internship fee (not mandatory). If you pay a normal wage, the intern is supposed to be employed like any other employee, which means that the contract is a normal employment contract. However, if you pay an internship fee, it involves a notional employment relationship. This has consequences for social security:

- Notional employment relationship: your intern is not employed in a real employment, but receives an internship fee. He is insured under the Sickness Benefits Act and Invalidity Insurance Young Disabled Persons Act (Wajong) and is subject to the Healthcare Insurance Act. You do not have to deduct any contributions for employee insurance schemes. Interns do not receive sick pay in the event of illness.

OTHER THINGS TO CONSIDER: FUNDING

Funding or national incentives

If you would like to offer work-based learning or practical learning opportunities, the Subsidy Scheme for Practical Learning (Subsidieregeling praktijkleren) may offer you compensation for the costs for mentoring a student, or compensation for the wage costs or supervision costs for a promovendus or technical designer in training (TOIO).

More information via: <https://business.gov.nl/subsidy/practical-learning/> and <https://www.rvo.nl/subsidies-regelingen/subsidieregeling-praktijkleren?wssl=1#aanvragen>

Besides the 'general' subsidy, there are some subsidies for specific sectors for example for the health care sector. Consult this website <https://www.s-bb.nl/bedrijven/subsidies-en-fondsen> (NL) for more information about specific subsidies.

ATTENTION

Do not drop-out at this stage!

You may now already think what a hassle! However, it is not as complicated as it seems and your accreditation is valid for 4 years. Don't forget that 247.000 companies in The Netherlands are already accredited work placement companies. They also thought it was worth it!

Application for becoming a work placement company can be done through this link:

<https://www.s-bb.nl/bedrijven/erkenning/leerbedrijf-worden>

GET STARTED!

Designing your Internship Programme

As soon as you are an accredited work placement company, you can start designing and resourcing an internship placement.

What are the steps in this process?

Well, first you have to think about why you wanted to hire an intern in the first place. Your thoughts on this will lead to an internship position description including the tasks and profile of the intern. The second step includes the resources. What does it require to have an intern? What resources do you need? And the third and final step is designing your internship program considering the duration, reward system etc.

Review your needs

Requirements & resources

Design internship programme

STEP 1. Review your needs



Remember, the student and your organisation will be both looking for good experience, so be sure your needs match those of the interns.

You need to determine the scope of work or project/assignment the intern will be working on. What will the specific duties/responsibilities of the intern be?

Finally, it's important to understand how interns will fit within your company's goals and culture.

The next slide will give you some questions that support you in this first step!

REVIEW YOUR NEEDS

Supporting questions

Questions that will help you to review your needs:

- 1. What does your organisation hope to gain from the internship?**
- 2. Is your organisation looking to fulfil a need on a specific project?
Will this internship involve one major project or entail a multiple small projects?**
- 3. What talents, academic background and experience do you want in an intern?
Decide on qualifications early on to help you select the right candidate.**
- 4. How can an intern help you with your business goals?**
- 5. Will provide the internship a quality working and learning opportunity for the intern?**

STEP 2. Requirements & resources



What are the tools and workspace necessary to provide the student? Do you have available office space and other resources? Can you commit time to the intern? Who will be primarily responsible for the intern? Are you aware of the supervisors responsibilities during the internship? Who will supervise and mentor your intern? How will you provide the intern with regular feedback, guidance and support?

An intern must have a designated site supervisor who is responsible for providing orientation and supervision. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. When choosing a supervisor, it is important to choose someone who is interested in working with college students; has the time to invest in the internship, especially during the first few weeks; and possesses qualities such as leadership, strong communication skills, and patience.

Because an internship is defined as a learning experience, proper supervision of the intern is essential. The supervisor serves as a teacher, mentor, critic, and boss. Ongoing supervision of the student intern is the key to the success of the internship. This is especially true for students who do not have extensive work experience. Acknowledging and identifying the different expectations between the workplace and school can help interns make a successful transition to the world of work. An effective method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback. Some supervisors do this over lunch; others choose a more formal setting.

STEP 3. Design the internship programme



Designing the internship programme involves the duration of the internship and defining the reward system (paid/unpaid).

Will it be a period of a couple of weeks? Couple of months? A set amount of hours per week? Full-time? Part-time? Please keep in mind that this is not only your own decision. It also depends the educational institute and programme of the student.

Will you pay the intern as a regular employee? Are you not paying at all? Are you reimbursing transportation costs, lunch, etc.?



INTERNSHIP DESCRIPTION

If you followed the three steps you have all the essential components of an effective internship description.

Writing an internship description is essential to recruiting the right individual. Write the description in clear, everyday language that will help the school and student understand the position and your organisational culture. The essential components of an effective internship description include:

- 1. Explain the organisations goals and mission**
- 2. Outline the interns' responsibilities and potential tasks/projects**
- 3. Illustrate the necessary qualifications, indicate skills and education level**
- 4. Clarify the duration of the internship (hours per week, semester, etc.)**
- 5. Note if it's paid or unpaid**
- 6. Provide contact information**

RECAP

- To become an internship employer in the Netherlands you need to be accredited by the SBB
- Other important things to consider are:
 - a work placement contract
 - internship fee
 - funding opportunities or national incentives
- The internship description results from three steps:
 1. Review your needs
 2. Think of the requirements and resources
 3. Design the internship program

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You have now
finished module 2!



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