



Jobsplus' Internship / Traineeship Regulations

Definition

Internships, also known as Traineeships are understood to consist of a limited period of work practice spent at businesses, public bodies or non-profit institutions (hereunder referred to as the 'receiving organisation') by students or persons that recently completed their studies, in order to gain valuable hands-on work experience ahead of taking up regular employment.

Scope

These Regulations aim to protect interns from employers who may be "exploiting the willingness of young people to learn without any future prospect of becoming fully established as part of their workforce".

In its 2010 Resolution [2] the European Parliament called specifically for "better and secured internships; for a European Quality Charter setting out minimum standards for internships to ensure their educational value and avoid exploitation".

In May 2011 the Council Conclusions on the structured dialogue with young people on youth employment emphasized that "(...) a quality framework for internships is desirable in order to guarantee the educational value (...)" of traineeships.

Types of Internships/Traineeships

Internships/Traineeships can be described as a form of work practice which includes a training component. Interns are allowed to document practical work experience as part of their individual CV, to gain work practice for the purpose of facilitating the transition from education and training to the labour market and/or as required in educational curricula.

They are predominantly short- to middle-term in duration with most internships ranging from just a few weeks up to 6 months, with a maximum duration of 12 months. Internships/traineeships within education can be an optional or mandatory part of the curriculum of the graduation procedure.

For the purpose of these regulations, we are considering the following types of Internships/Traineeships;

1. Internships/traineeships forming an optional or compulsory part of academic and/or vocational curricula (i.e. during education);
2. Internships/traineeships following recent completion of studies.

In both cases, the Internships/Traineeships must be linked to educational and training programs and curricula and where possible, the Educational Institutions are to be involved in their organisation and monitoring.

Quality Elements

1. Internships must be covered by an Internship/Traineeship Agreement signed by the sending Education Institution, the receiving organisation and the Intern/Trainee. The Internship/Traineeship Agreement must contain reference to :
 2. The area of study for which the work-based learning is conducted;
 3. The Internship/Traineeship period and the number of hours per week ;
 4. A detailed programme which includes clear objectives of the Internship/traineeships, as well as the evaluation to be ensured ;
 5. Learning content of the internship/traineeship is to be of high quality and closely linked to the intern/trainee's studies
 6. Identification of a Lead Trainer within the hosting Organisation.
 7. Any financial support or contribution which will be provided to the intern/trainee;
 8. Accident insurance coverage and/or liability insurance

Regard must also be given to;

1. A final certificate/reference letter is to be given to the intern.
2. Internships/traineeship forms part of education and must not replace actual jobs and should not be assigned tasks performed by regular staff but work under close observation ;
3. The training is for the benefit of the intern/trainee and the receiving organisation derives no immediate advantage from the activities of the intern/trainee;
4. The interns/trainees are not necessarily entitled to a job at the completion of the training period however such an outcome would be positive ;
5. Use of internships should be limited to students and very recent graduates ;
6. Limited number of interns per internship provider ;
7. Remuneration/compensation to be clarified in agreement (recommended if there is a mutual benefit)

Notification Procedure

The intern/trainee or receiving organisation is requested to inform Jobsplus by submitting the Internship/Traineeship Notification Form (LCU13) together with a signed agreement between the sending education institution, the receiving organisation and the intern/trainee. Applications for internships are to be sent to :

Jobs Advisory Services, Employment Services Division, Hal-Far, BBG 3000 or by email on internships.jobsplus@gov.mt at least two weeks prior to the start of the Internship/Traineeship.

Following receipt of all documentation, Jobsplus will be in a position to verify the information, request any clarifications and eventually confirm or otherwise our acceptance. Jobsplus will then issue a confirmation/rejection letter indicating whether or not a notification has been accepted.

Accepted internships/traineeships are not deemed to constitute an employment relationship and as such hosting organisations should not submit an Engagement Form and in cases where the Interns/trainees are third country nationals, an Employment Licence.