

MATRICULANTS AND TERTIARY GRADUATE INTERN POLICY

Approved by the IkamvaYouth board on *(18 November 2016)*



IKAMVAYOUTH

THE FUTURE IS IN OUR HANDS

1. Purpose

To provide a framework for the management of the matriculants and graduate internship programme for the organisation. The focus will be on developing applied competencies, i.e. applied knowledge, skills and attitudes, required to improve workplace knowledge and experience within the organisation. The ultimate goal of IkamvaYouth's internship programme is to build a pipeline of talent and on-the-ground experience for hiring full-time employees, and to recommend high performers to partner organisations, in order to build the effectiveness of the after school programme sector at large.

2. Scope of Policy

Graduate internships have been created for graduates who have completed their Matric or university studies and require experiential learning to enhance their chances for future employment. This programme has been initiated to assist IkamvaYouth in the search for talent to recruit as the organisation grows and also to develop the skills of young people in South Africa.

IkamvaYouth's volunteer tutors and mentors are excluded from this programme unless they apply to become an intern at IkamvaYouth. If successful in their application, they will step out of the tutor or mentorship role.

3. Objectives

- 3.1. To provide opportunities for new entrants to the labour market to gain work exposure.
- 3.2. To develop skills of the local workforce of the country and to improve the quality of life of workers, their prospects of work and labour mobility.
- 3.3. To equip unemployed/underemployed graduates with the necessary skills, knowledge and work experiences which should improve their chances of employment within and outside of the NGO sector.
- 3.4. To improve the employment prospects of unemployed/underemployed graduates who find it difficult to secure employment relevant to their qualifications.
- 3.5. To expose graduates to meaningful real life work experiences which complement their classroom experience and enable them to gain confidence.

4. Guiding Principles

- 4.1. A limited number of graduate interns may be recruited for a specific period of time taking into account limitations of budget, space, availability of mentors and other resources.
- 4.2. Graduate interns will be assigned to a specific line manager for supervision and mentorship throughout the graduate internship period.
- 4.3. Preference will be given to graduate interns who are local nationals of the country.

- 4.4. Internships must be mutually beneficial for the organisation and the graduate intern.
- 4.5. Graduate interns shall be subject to the policies and procedures of IY as amended from time to time.

5. Recruitment of Matriculants / Graduate Interns

- 5.1. The HR Department will facilitate the recruitment of graduate interns in terms of this policy.
- 5.2. National team and Branches (EXL with 170 learners) must submit a clear motivation of how resources will be used to the HR Department specifying what type of Graduate contract they require.
- 5.3. HR Department will consider unique circumstances.
- 5.4. Internships are open to matriculants and graduates from any field of study which would be relevant to the department in which the graduate intern will be placed.
- 5.5. The standard IY recruitment and selection policy will be followed when recruiting graduate interns.
- 5.6. The relevant legislation of the country must be complied with. In South Africa, employment equity legislation must be given the necessary consideration.
- 5.7. A database will be established and maintained by the HR Department in order to source candidates.
- 5.8. A database of graduate intern candidate's CVs will be coordinated by the HR Department.

6. Contractual Obligations

- 6.1. A fixed term contract shall be entered into with a graduate intern following a successful application.
- 6.2. The contract will be binding to both parties for the duration of the graduate internship which may range between a minimum of 6 months and a maximum of 12 months.
- 6.3. For special projects, contracts may be for shorter periods, linked to the duration of the project, but shall not exceed 12 months.
- 6.4. Graduate interns will be expected to adhere to all of the organisation's regulations, policies and procedures.
- 6.5. The graduate internship will end on the termination date stipulated in the contract signed or on an earlier date if (i) the graduate intern is fairly dismissed by the employer for a reason related to their conduct or capacity as an employee; or (ii) due to the operational requirements of the employer; or (iii) the employer and graduate intern agree to terminate the contract early.

7. Remuneration and Conditions of service

- 7.1. Graduate interns will be employed on a fixed-term internship contract and shall receive a monthly allowance for the duration of the graduate internship.

- 7.2. All contracts shall be full-time, based on 40 hours per week.
- 7.3. The range of the monthly allowance will be reviewed annually – see Annexure.
- 7.4. The monthly allowance will be processed through the organisation's payroll.
- 7.5. Graduate interns shall be covered by BCEA. All interns should utilise their annual leave benefits within the period of their fixed term internship contract.
- 7.6. In the case of pregnancy, female graduate interns will be entitled to unpaid maternity leave and they will have to renegotiate their contracts on their return.
- 7.7. Graduate interns will not be entitled to any benefits other than those specified in their contract.

8. Mentorship

- 8.1. A mentor, in this context, is an IY employee who provides guidance and coaching to a graduate intern.
- 8.2. It is compulsory upon placement of the graduate intern that they are paired with a mentor who has been identified to support the development of the graduate interns in the workplace.
- 8.3. A Mentorship Agreement will be entered into between a graduate intern and their mentor, as both a mechanism for managing the relationship and measuring performance and development of the graduate intern. This will incorporate a performance contract and structured development plan, defining what should be accomplished during the internship.
- 8.4. The role of the mentor is to mediate the workplace learning experience, providing advice and guidance to the graduate intern, thereby ensuring the transfer of relevant work knowledge and skills.
- 8.5. Each mentor will be required to monitor the progress of their graduate intern in terms of the agreed upon performance contract and structured development plan.
- 8.6. The mentor will be responsible for conducting monthly informal performance reviews and quarterly formal performance reviews with the graduate intern.

9. Permanent Employment of Graduate Interns

- 9.1. No employment prospects will be guaranteed to graduate interns i.e. the service rendered during this period will place no obligation on the organisation to employ the intern beyond this fixed term or to recommend the intern to partner organisations
- 9.2. The retention of graduate interns after completion of the internship contract shall follow the organisation's normal competitive recruitment policy and procedures. That is, the process should be handled as normal appointment where the open advertisement of a vacancy applies.
- 9.3. As a general rule contracts shall not be extended beyond the fixed period agreed upon and there shall be no expectation of such extension.
- 9.4. The exceptions to this are:
 - 9.4.1. Extension to accommodate maternity leave, in order to allow the intern to complete their full period of internship

- 9.4.2. Extension of short term contract linked to project, in the event that the project cannot be completed in the fixed time period and IY agrees to extend for a further period, linked to the completion of the project.
- 9.5. The extension of a contract to accommodate maternity leave shall not in any manner be construed as creating an expectation of further employment.

10. Responsibilities of the HR Department

- 10.1. Overall coordination of all graduate internships for the organisation.
- 10.2. Advertising, recruitment and coordination of the selection process for graduate internships.
- 10.3. Establish links with other organisations and universities to develop an on-going source of graduate interns.
- 10.4. Provide guidance and support for interns and mentors.
- 10.5. Evaluate the success of the graduate internship programme in the organisation.
- 10.6. Work closely with all role players to ensure effective and efficient coordination of the programme as well as ensuring adherence to key principles in the intake of graduate interns.
- 10.7. Maintain a database of graduate interns.

11. Responsibilities of the Host Department/ Branch

- 11.1. Requests should come from the various departments at the time of budgeting so we factor them in.
- 11.2. Before requesting the engagement of a new graduate intern, the line manager must ensure that sufficient funds are available for the filling of the post and plan in order to avoid crowding their operations with too many graduate interns.
- 11.3. In the case of Volunteers...
- 11.4. Appoint a mentor for each graduate intern placed in the department.
- 11.5. Plan and accept responsibility to ensure maximum benefits from the graduate internship programme.
- 11.6. Provide proper induction for the graduate intern.
- 11.7. Provide the graduate intern with a working environment which is conducive and provide access to the required resources to perform their duties.
- 11.8. Ensure that graduate interns have work to do and are afforded quality supervision.
- 11.9. Ensure that the graduate interns are aware of their rights, obligations and responsibilities.
- 11.10. Ensure that professional competencies are enhanced by allocating the graduate intern appropriate tasks. While there may be some everyday tasks that are allocated to the graduate intern, the more they are challenged, the better they can respond and develop.
- 11.11. Assess the performance of the graduate intern and share feedback on their performance with them.

- 11.12. Create a working environment that allows graduate interns to help the host department to meet its operational needs while developing and enhancing their skills.
- 11.13. Apply the same disciplinary, grievance and dispute resolution procedures to the graduate intern, as to other employees.

12. Responsibilities of the Graduate Intern

- 12.1. Demonstrate willingness to grow and learn through work experience.
- 12.2. Fully and actively participate in the learning experience in the organisation.
- 12.3. Planning and implementation of their learning and development programme/work plan in conjunction with their Mentor/line manager, with assistance from the HR Department.
- 12.4. Submit a monthly progress report to their mentor.
- 12.5. Actively participate in the mentoring programme and all development activities.
- 12.6. Adhere to **IY** policies and procedures, and observe the Code of Conduct.

Annexure – Allowances for Graduate Interns

Level of Qualification	Allowance Range
Matriculants	R 2 500
Graduates with Bachelor's Degree or 3 years National Diploma or higher.	R 4 000