

Cabinteely Community School



Internships and Placements Policy

Ratified September 2022

1. Context

Cabinteely Community School provides an open environment where independence of thought is highly valued and where all students are encouraged to achieve their full potential. In order to support the teaching staff and the students, the school aims to create opportunities for third level students to engage in internships or placements during the academic year in Cabinteely.

2. Purpose

To create an internship policy that sets out how internships and placements within the scope below are to be completed students.

3. Scope

This policy applies to (i) internships and placements by a third party company (ii) placements for credit sourced by organisations who work with schools , e.g., National Educational Psychological Service (iii) placements that are sourced by students themselves, eg, SNAs in training.

Internships, placements and related co- and extra-curricular activities that are not approved by a school do not fall within the scope of this policy.

There is a separate policy in place for students undertaking the Professional Masters in Education programmes in various universities who undertake placements in the school.

4. Definition

For the purposes of this policy, an internship/placement, hereafter referred to as an internship, is defined as an approved and monitored work experience that meets specific learning goals of the intern,

5. Benefits

This policy:

- provides a framework for good practice in internship provision at Cabinteely Community School

- ensures the students' experience of internship is consistent across the school
- provides the Board of Management and the staff with standards and guidelines on how to develop and manage existing and new internships
- supports the development of the graduate attributes

6. Policy

This policy sets out the minimum standards and guidelines to be applied to all internships at Cabinteely.

6.1 Rationale

The inclusion of an internship in the school should have a clearly stated academic and/or professional purpose. The internship should meet the specific learning goals consistent with the student's learning goals and advance the student's application of knowledge.

6.2 Role Descriptions

All interns will provide an outline of their learning goals or course outcomes to the Board of Management so that a role description can be created which supports the learning of the intern.

Learning outcomes for practice placements will be as required by the school in accordance with relevant professional regulatory body guidelines. The role descriptor will specify the workload, attendance requirements, duration of the internship and the expected learning outcomes.

Grounds for failure and opportunities for appeal of that failure should be clearly set out.

Depending on the nature of the programme, the role descriptor may be supplemented by a learning agreement, which indicates specific learning outcomes associated with that internship. This is usually agreed between the school, the student and the internship host company. Where a learning agreement is used, it should be agreed prior to commencing the internship. Additional information such as regulatory information and guidelines, including requirements for Garda clearance, immunisation, insurance and health and safety, etc, should be available to students and referred to within the programme handbook.

6.3 Internship Identification

Each internship offered must be able to provide the learning opportunities to enable students to meet the specified learning goals and will meet the required standard of support and supervision for the student. This will involve defining and using a methodology to assess the suitability of an internship host site to offer an internship. Travel advice notices from the Department of Foreign Affairs should be taken into consideration when assessing the suitability of international internship opportunities. The school is responsible for making suitable internship opportunities available to students and for setting out the application and/or placement process.

The school, the student and the internship host company will work together to ensure that students with disclosed disabilities are reasonably accommodated during an internship. Where students source and negotiate their own internship, e.g. SNAs, the conditions of this policy apply, and the school should ensure that the standards, learning opportunities and assessment of that internship are suitable for the student's needs and, where relevant, are in accordance with the requirements of the relevant professional regulatory body

The school must ensure that appropriate mechanisms are in place to have ongoing engagement with a student during an internship. In the case of international internships, specific arrangements must be put in place to monitor the internship and offer support to the student in cases of emergency (a procedure on 'Responding to Crises Abroad Affecting Trinity Students' is currently under development).

6.4 Responsibility of Cabinteely Community School

It is the responsibility of the school to ensure that the following are in place:

- Support, expertise and guidance on legal and health and safety issues as they relate to internship, e.g. risk assessments, protected disclosures
- Appropriate levels of insurance, and support, expertise and guidance on insurance issues as they relate to internship
- Student support services are available to students while they are on an internship
- Cabinteely Community School reserves the right to refuse to sign an internship agreement.

This decision is final.

6.5 Responsibility of the School

6.5.1 To Interns

It is the responsibility of the school offering the internship to ensure that interns:

- complete all the necessary documentation relating to the internship/placement
- are fully briefed on the purposes of their internship experience
- are aware of the academic and/or professional requirements of the internship
- are aware of their obligations under student codes of conduct, health and safety, insurance and any other requirements, e.g. immunisation, Garda clearance, which may be specified by the School and/or the relevant professional regulatory body.

The school must make students aware of the following prior to the start of their internship:

- The need for students to sign a learning agreement prior to commencing their internship where relevant (in the case of students on clinical placements, the school may have an overall code of conduct that students sign for each year of their clinical placements)
- The need for students on professional clinical practice placements to complete all documentation required by their school and the relevant professional regulatory body
- The name of the person(s) within the internship host company or organisation who will be their direct internship supervisor(s) and to whom they will report
- The name of the person(s) who will be responsible for assessing their achievement of the specified learning outcomes for their internship
- Clear information about the type, timing and weighting of assessment components associated with the internship (e.g. reflective diary, presentation, technical report, etc.)
- Relevant codes of practice and/or regulations that are specific to the internship host company and their requirement to comply with these
- Where a programme operates a practice tutor system (involving staff who monitor or visit students on internship or staff in internship host sites whose duties include the support of students on internship), the identity of the practice tutor(s) and the roles of the internship supervisor(s) and practice tutor(s) in relation to their internship
- The mechanisms for raising complaints or concerns about their internship experience
- Clear guidance on issues such as attendance, dress code, timekeeping, travel arrangements and workplace policies and procedures
- General requirements to work and behave in a safe manner under the relevant health and safety legislation
- For international internships, the requirement for students to have their own personal travel insurance in place that covers work experience
- Students should also obtain a European Health Insurance Card (EHIC) where relevant, and register with their home Department of Foreign Affairs prior to travel

- The expectation that they will uphold the same standards of conduct during an internship as is required of them whilst in attendance at Cabinteely Community School in accordance with student codes of conduct and Cabinteely Community School's Dignity at Work Policy.

6.5.2 To Internship Host Companies or Organisations

All internships require a signed Internship Agreement between the principal of Cabinteely Community School and the internship host company, which should be signed prior to the commencement of the internship. This should include information on health and safety and insurance requirements. This may take the form of a Framework Agreement. In the case of an international internship where there is no internship host site or where the host site does not have relevant insurance cover, schools must make students aware of the need to have their own personal travel insurance in place that covers work experience. In addition, it is the responsibility of the school offering the internship to ensure that:

- The internship host company is fully briefed on Cabinteely Community School's requirements and regulations that apply to the internship
- There is a clear articulation of the role of the internship supervisor(s), which includes information about their role in monitoring, managing and assessing students during an internship
- Internship supervisors are supported by the school to facilitate them in effectively carrying out their role, which may include the provision of training
- Internship supervisors have a clearly identified point of contact in Cabinteely Community School for the programme
- Any conditions regarding the dissemination of the student's work outside the Host institution must be clearly articulated
- Before the start of an internship, where relevant, the internship host site must clearly outline the health and safety procedures in place at the host site, should specify the health and safety training and equipment that will be given to the student and confirm that all necessary insurances are in place.

6.5 Responsibility of the CCS Supervisor

The role of the Cabinteely Community School supervisor who is the principal/deputy principal or a designated member of staff during an internship is to:

- Design the Learning Agreement in collaboration with the host site and the student
- Oversee the assessment of the internship
- Meet the student and/or internship host supervisor as required
- Support the student to meet the requirements of the Learning Agreement
- Advise on actions to be taken if the requirements of the Learning Agreement cannot be met
- Act as the point of the contact for the student for any concerns, health and safety or psychosocial issues such as bullying, harassment or stress

6.6 Payment

Internships in Cabinteely Community School are unpaid. Interns will need to become employees of the host organisation to facilitate payment.

6.7 Internship Assessment

The school does not have a role in the assessment of interns. While the school will support the learning goals and academic aims of the intern, it will not engage in assessing or providing grades.

6.8 Review and Monitoring of Internships

Review meetings between the student, their supervisor and/or their internship supervisor(s) in the host company should take place during the internship, the purpose of which should be clearly set out. The number of meetings is subject to the duration and type of internship. For all internships, there should be appropriate written evidence of a student's attendance and of satisfactory completion of the internship, which can be verified by the school. Where an issue arises with a specific internship host company, that company should not be used again until all relevant issues are resolved. All aspects of an internship programme should be kept under ongoing review by the school and such programmes are subject to revision. Records must be maintained by the school.

7. Responsibility

The responsibility for this policy lies with the Board of Management.

8. Related Documents

8.1 Sample Internship Agreement (between Cabinteely Community School and the internship host company)

8.2 Sample Learning Agreement (between the school, the intern and the internship host site)

8.3 Health and Safety Policy

8.4 Dignity at Work Policy