

<b>Royal Northern College of Music</b>
<b>Internships</b>
<b>Policy &amp; Procedure</b>
<b>Department: Human Resources</b>
<b>Document owner: Head of Human Resources</b>
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**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

## **1 Purpose**

Internships are educational and career developmental opportunities providing practical experience in a particular field or discipline, typically lasting between 6 weeks and 12 months.

Internships can be based on a specific project and can include placements for students during or after further and higher education courses, or adults wishing to pursue a new career path.

A placement is not considered to be an internship when; it is a compulsory component to a further/higher education course; when it is work shadowing as opposed to performing work for the College; when it is unrelated to the pursuit of a professional career; when it is work undertaken by students to finance their studies which are unrelated to the placement. A placement is also not considered to be an internship when it is school-age student undertaking a one to two week work experience placement.

This policy takes into account the Government's Common Best Practice Code for High-quality Internships, specifically the 6 principles of best practice (preparation; recruitment; induction; treatment; supervision and mentoring; and reference and feedback).

Interns will be paid National Minimum Wage (NMW) through the College payroll at the lower rate for 18-21 year olds and higher rate for adults.

## **2 Preparation**

- Prior to the recruitment of an intern, consideration should be given to how the College will benefit from engaging an intern, alongside the professional skills and insight the intern will gain. Identify the work or project that the intern will be involved with;
- Establish how the internship will provide the intern with a genuine opportunity to acquire skills and experience relevant to a professional career;
- As a manager you should ensure that you have the capacity to accommodate, supervise and support the intern.

## **3 Recruitment**

The recruitment of an intern should broadly follow the College Recruitment and Selection Policy and take into account the principles of equality and diversity. The process should include:

- Staff requisition form to be submitted to Human Resources for approval by Executive Committee – the form should state if you wish to directly appoint to the position and the justification for doing so;
- An advertisement that describes the role, the working hours, duration, payment or expenses;
- A brief job description and person specification;
- Candidates to submit a CV in application;
- Interview the candidates that most closely fit the specified criteria;
- Written confirmation of the terms and conditions (see Appendix 1).

#### **4 Induction**

Interns must receive induction at the beginning of their placement, the induction should include, but may not be limited to:

- College induction, including Health and Safety
- Tour of the College
- Introduction to departmental procedures
- Introduction to team members and relevant contacts throughout the College.

#### **5 Treatment**

Interns must be treated with the same degree of professionalism as regular employees. In order for the placement to be beneficial to both the College and the intern, it is imperative that the intern be given responsibility and diversity in their work.

#### **6 Supervision and training**

Interns may be inexperienced and will require support and supervision.

- Provide ongoing feedback and support on the duties being undertaken;
- Build a supportive working relationship with the intern – this may involve meeting them for lunch during their first week, acting as a point of contact for any concerns, and discussing career options and the intern's plans for the future;
- Conduct regular performance reviews based on agreed learning objectives which have been set out at the start of the placement and the completion of a personal development plan (see Appendix 2);
- Conduct a formal review based on the personal development plan to evaluate the success of the intern's time with the College.

#### **7 Reference and feedback**

On completion of the internship, the manager should undertake a final review meeting to assess the effectiveness of the placement. The manager should then complete a reference letter (see Appendix 3) detailing the work that has been undertaken, the skills and experience acquired – the personal development plan will assist you with this process.

The intern should complete an exit interview to provide feedback to the College on the perceived success of the placement.

#### **8 Related Policies**

- Equality & Diversity
- Recruitment & Selection
- Induction
- Exit Interview
- Health & Safety

**Appendix 1**

**INTERNSHIP VOLUNTARY AGREEMENT**

**THIS AGREEMENT** is made on the *{insert date}*

**BETWEEN:**

**(1) Royal Northern College of Music** of 124 Oxford Road, Manchester, M13 9RD

**(2) {Insert name of Intern}**

Royal Northern College of Music (RNCM) agrees to your placement as an intern in accordance with the terms below. Your supervisor will inform you in circumstances where it is necessary to end this agreement at an earlier date. If you decide to end this arrangement, you should notify your supervisor.

<b>Start date:</b>	<i>{Insert start date}</i>
<b>End date:</b>	<i>{Insert end date}</i>
<b>Normal office hours during your internship:</b>	<i>{Insert hours range}</i>
<b>Expected work activities and timescales for completion</b> <i>{Insert details}</i>	
<b>Expected learning outcomes/ skills developed</b> <i>{insert details}</i>	
<b>Contact:</b>	<i>{Insert name of supervisor}</i>

**Payment:**

You will be paid at National Minimum Wage for the duration of your placement. Payment will be made via the College payroll on the 15<sup>th</sup> of each month (or closest working day) and any necessary deductions will be made at source.

**College Rules and Procedures**

During your placement you are required at all times to comply with the relevant College rules, policies and procedures, including but not limited to those contained on the College Intranet.

**Confidentiality:**

You must maintain confidentiality, during and after the placement, of RNCM data and information where such information is not already within the public domain and is indicated or understood to be confidential.

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RNCM will provide you with an induction during the first week of your placement (or as soon as is practicable) and a reference at the end of your placement.

Please sign and date both copies of the agreement, retaining one copy for your own records.

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

{Insert name}  
{Insert job title}  
*For and on behalf of RNCM*

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

{Insert name}  
The Intern



### Appendix 3

Date

Re: {Insert name}

To whom it may concern

I can confirm that the above named completed an Internship within the {insert department} department at the Royal Northern College of Music between {from date} and {to date}.

During this time {insert name} completed the following duties:  
{Summary of any duties undertaken or projects worked}

{Any additional positive comments regarding skills developed}

Yours faithfully

{Insert name}  
{Insert job title}