

INTERNSHIPS

Guiding principles applying to internships at EAPN

EAPN believes that people's access to the labour market is becoming increasingly difficult leaving many people with no option, but pursuing a series of oftentimes unpaid internships in the hope of finding employment that way.

EAPN is committed to helping people to get access to quality employment and a decent income.

In light of this, EAPN offers 3-6 months internships as part of the school curricula and university or training programmes, including those that are taking place abroad.

EAPN is committed to providing internships that are financially supported. EAPN does not believe in unpaid internships.

It is for these reasons that EAPN only accepts applicants for internships who have an institutional affiliation which provides them with an income. Only in rare cases, and with the agreement of the entire staff of EAPN can exceptions be made.¹

EAPN internship programme is based on a clear and coherent code of conduct which is detailed hereunder.

EAPN pursues an active anti-discrimination policy on all grounds.

Code of Conduct

The internship programme is limited to students and/or institutionally sponsored youth or other persons who want an internship as part of their education or training. This also extends to recent graduates if they need practical experience.

EAPN will engage with the university or institution from which the intern comes in a contractual manner which will include the benefits that EAPN offers to the intern as well as the benefit the intern can expect to receive from the home institution (course credit, etc.);

Interns are entitled to a description of learning objectives and tasks expected of them. This also includes details on the length and tasks of the internship and how that correspond to specific learning objectives that are shared with the student at the beginning of his/her internship

Internships will be carried out under guidance of a competent supervisor;

¹ These rules apply as long as EAPN does not have the funding to pay interns.

Interns will be informed at the beginning of their internship about their rights and the responsibilities of EAPN to ensure the health and safety of the intern;

Interns will also be informed about their social protection rights under Belgian law.

EAPN will make sure that the intern is properly ensured either through the home organisation or through EAPN;

EAPN will ensure that working time is respected and overtime recorded and adequately compensated with time off (see EAPN Internal Working Code);

EAPN will make sure that the intern receives full reimbursement of costs incurred while at work for EAPN. The rules of reimbursement for the intern are the same as the rules for the staff and members of EAPN;

As EAPN cannot offer paid internships, it will ensure that the intern is entitled at least to an adequate meal voucher allowance and reimbursement of transportation costs related to coming to work or working at EAPN;

EAPN will be responsible for assessing the intern's performance;

The intern will be entitled to a full evaluation at the end of the internship. There will also a mid-term evaluation;

The intern will be fully integrated into the EAPN team.

Description of the responsibilities of the intern

The intern will be expected to treat all information received as member of the EAPN team with confidentiality;

The intern is expected to report to her/his supervisor about progress made by short weekly reports;

The intern is expected to implement his/her work programme task within an acceptable time-frame, agreed with the supervisor;

The intern will respect the staff regulations of EAPN.

On advertising and choice of an intern

- EAPN can accommodate at least 2 interns at any given time;
- Internships can be for a period of 3 to 6 months;
- EAPN is looking for interns who can fulfill specific tasks which have to be in line with learning objectives of the intern;
- EAPN will look for interns via its website and its members
- EAPN Team members will assess their need/capacity of working with an intern and will work with the Director on a possible profile;
- Spontaneous applications will only be considered if the candidate meets the specific needs which have been defined by the team member;
- Spontaneous candidates will be told that they have to follow the process of application as outlined and respond to EAPN's specific ads on the website;
- Intern who have already had previous internships will not be considered;
- If there are more than one candidate for an internship, the rules for choosing one intern over another will be the same as for hiring a new staff person. The selection process will be neutral, fair and transparent.