



Internship Programme

1. Background

ISEAL is a small but growing organisation going through an exciting period in its life where there are many opportunities in terms of programme delivery and profile building.

With the main office based in London and several individual members of the team working in countries such as Belgium, India and Canada, ISEAL runs a voluntary Internship Programme in its London office to foster the development of skills and knowledge amongst young aspiring professionals in and others about to enter or re-enter the employment market.

ISEAL engages interns as a means of bringing new ideas, creative ways of thinking and a different perspective to our work. We aim to make interning at ISEAL a challenging, worthwhile and enjoyable experience and to engage interns in real, meaningful activities, providing new learning experiences in a professional setting.

Regular areas of intern activity currently include *event coordination* for our annual conference which provides a gathering space for an international audience of standard systems as well as corporate and *research support*.

ISEAL believes that an effective voluntary internship programme can offer valuable experiential learning in a professional environment to interns, as well as benefits to the organisation from interns' enthusiasm and commitment to contribute to our goal to strengthen environmental and social standards.

2. Programme Structure

ISEAL is committed to providing a valuable learning experience in a professional working environment for all our interns. While an intern may be required to contribute to some general office tasks, they will be given the opportunity to specialise in a specific area of ISEAL's work for the majority of their time with us.

ISEAL will offer specific internships on a rolling or a one off project basis depending on the organisation's requirements and projects. Each internship is carefully thought out to provide a variety of learning experiences and challenges for the intern.

3. Training, Support & Supervision

Interns will receive a thorough induction to ISEAL's work, organisational values and structure, and will be included in suitable internal meetings and calls. Training will also be provided on relevant internal systems, policies and processes to enable the intern to carry out required tasks effectively. We will also provide training to assist interns to meet the standards we expect from interns and to ensure their health and safety.¹

We also feel it is important that interns are made to feel part of the ISEAL team and they will have the opportunity to speak to as many ISEAL staff as possible to get a good overview of the different areas of work within the organisation.

ISEAL is committed to supporting interns in their first forays into a professional working environment and each intern will have a dedicated supervisor who will be on hand to introduce them to the tasks they are required to carry out and provide ongoing advice and support when needed.

While we encourage interns to work independently and use their own initiative there will always be an ISEAL member of staff available to help with any questions they may have or give guidance.

ISEAL provides adequate insurance cover for interns while they are undertaking voluntary work approved and authorised by us.

In the course of their internship, interns may have access to confidential information in relation to ISEAL or our members or other stakeholders. We expect interns not to use or disclose this information to any person either during the internship or at any time afterwards.

4. Wages

ISEAL recognises that interns require some financial support in order to allow them to commit to an internship. ISEAL therefore commits to the following offer for all interns:

- An hourly wage in line with the London Living wage, currently at a rate of £13.15 per hour, for up to 7.5 office-hours per day for up to 2 week-days per week for the duration of the internship. This will be administered through ISEAL's payroll under deduction of statutory payroll taxes and will be paid monthly in arrears (prior to the end of each calendar month). Statutory leave entitlement at the rate of 28 days p.a. (inclusive of bank holidays) applies.

Interns are not employed by ISEAL and are not entitled to benefits provided to ISEAL employees or restricted by conditions of employment applying to ISEAL employees. There is no obligation for interns to work particular hours, although we would expect interns to communicate regularly with their supervisor regarding their intended attendance. If for any reason ISEAL wishes to terminate the internship it may do so at any time with immediate effect. If interns want to stop volunteering with us, we ask that they give us as much notice as possible.

¹ This is included because organisations are responsible for the health and safety of their volunteers.

5. What interns get at end of the Internship

On completion of an internship, the intern will receive a reference letter by ISEAL detailing the contribution they have made to the organisation over the duration of their internship and what skills and skills levels they have acquired. This will be established through a joint review with the intern at the end of the internship.

An exit interview will also take place, giving the intern the opportunity to give feedback and enable ISEAL to reflect on its own performance in delivering internships.

ISEAL will also be happy to respond to reference requests from potential employers as well as add feedback to the intern's Linked-In profiles or similar online networking tools.

While it is not the norm, opportunities may arise every now and again for paid employment following an internship. However, this is not something ISEAL can commit to.