



This Guide provides key information on the as the recruitment and management of people to internship positions in the Public Sector. This Guide should not be used as a substitute for the Internship Policy

Government is an equal opportunity employer, men and women are equally eligible to apply for internship positions. Recruitment of interns is based on merit, but if two applicants are ranked equally, then preference will be given to Cook Islanders.

This Policy is to encourage the recruitment of Cook Islands secondary students, tertiary students and graduates to work within the Public Sector.

Exclusions

This Policy does not apply to:

- Internships or arrangements initiated by overseas Governments (e.g. Australian Colombo Pan).
- Internships or Arrangements between an agency and an overseas organisation (e.g. Universities).

Employer Responsibilities

- Administering this Policy and ensuring employees have access to the Policy
- Developing and implementing personnel policies which ensure fair and proper treatment of employees.

Employee Responsibilities

Ensuring that they read, understand and adhere to the Internship Policy and any relevant government policies.

INTERNSHIP

- Internships provide secondary students, tertiary students, graduates or volunteers practical work experience relating to their field of study.
- Internships also provide employers the opportunity to recruit students to provide work experience and assess their suitability for future employment.
- Internships have a strong emphasis on training and may be paid or unpaid.
- Interns can apply for vacancies within the agency upon successful completion of the Internship.

BENEFITS OF INTERNSHIPS

Benefits to Employers:

- Source of fresh, diverse or innovative ideas for the agency.
- An opportunity to recruit, train, and influence Interns for future employment particularly in areas where skill gaps have been identified.
- An additional resource to assist with agency work or fixed-term project work.
- An opportunity for existing employees to coach, mentor and develop leadership skills.
- Promotes rapid integration of Interns into full time positions, should they become available.

Benefits to Interns:

- Exposure to real world scenarios.
- May gain course credits for study programme (if applicable).
- Gain knowledge of the management and organisational culture of the agency.

MANAGING INTERNS

Employers are responsible for managing interns and must consider:

- The purpose and duration of an internship.
- The intern is employed subject to a written employment agreement.
- Confirm the Agency is able to provide the budget, funding, training and resources required.
- Type of employment that the intern shall fall under (casual, part-time or full-time).

Employers must also ensure that:

- All Interns are employed subject to a written employment agreement.
- Full or part-time interns are included on the Agency Organisational Structure.
- Recruitment of Interns is done so in accordance with the Recruitment Policy.
- The Intern is provided with a training and development plan and a performance evaluation process.
- All interns participate in the Public Sector Orientation and receive an Agency Induction.

Interns are obligated to:

- Comply with their written employment agreement, performance development plan and performance evaluation.
- Comply with all relevant and applicable CIGOV policies, including the Public Service Code of Conduct and Values.

TERMINATION OF AN INTERNSHIP**The employment of an Intern can be terminated:**

- At the end of the Internship period outlined in the written employment agreement.
- If both the Employer and the Intern, before the end date of the Internship specified in the Intern's written employment agreement, agree in writing to end the Internship.
- If any employment agreement conditions permitting termination, including resignation.

OTHER PROVISIONS

- All records relating to the administration of this Policy must be kept for at least seven years for audit purposes and are only accessible by the employer and/or authorised staff. After the required seven-year period, the Agency may destroy the documentation in adherence with Government official information management policies.
- The Office of the Public Service Commissioner is responsible for reviewing and/or updating the Internship and associated documents as the need arises or at a minimum once every three years.

ASSOCIATED DOCUMENTS AND TEMPLATES

Notice of Appointment Form
Recruitment Policy
Contracting for Services Policy
Remuneration Policy
Performance Management Policy
Employment Disputes Policy
Leaving the Service Policy

For Policy queries or issues and to access the full policy and annexed documents go to Shared Data for Everyone\OPSC\HRM Policies, Guides, Standards and Pamphlets or contact the Office of the Public Service Commissioner on phone (682) 29 421 or email: pscinfo@cookislands.gov.ck