

Foundation for Educational Services Foreign Internship Policy

The National Association of Colleges and Employers internship definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Foundation for Educational Services – Who we are

The Foundation for Educational Services (FES) is a public entity within the Ministry for Education and Employment. It works concurrently with the Education Directorates to provide a range of innovative educational initiatives to meet the needs of the community. The FES is committed to ensuring that all service users are supported through informal educational initiatives. It strives to offer quality educational services through structured contemporary programmes, financial sustainability and ethical behaviour. Together we provide a safe environment and an enriching experience to our learners, their families and all stakeholders. FES runs 13 childcare centres; Klabb 3-16 (after school hours programme); and Skola Sajf (summer school).

Conditions for Internship

- Internships at FES are of an unpaid nature.
- The minimum age for interns considered at FES is 16.
- The experience aims to be a hands-on experience with practical application of skills and the English language.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description listing typical duties to be carried out. Job descriptions are available for the different roles that may arise within the different departments at FES. Internship requests of less than 3 weeks may be considered, but longer internships are favoured.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience. There is routine feedback by the experienced supervisor. Feedback can take the form of ongoing discussion while a task is being carried out, shadowing of a more experienced superior, or guidance in how a task should be and has been carried out.
- There are resources, equipment, and facilities provided by the host employer that enable the intern to carry out his/ her duties. However, at times, interns may be required to bring their own laptop to work. They will be instructed on the first day of their internship.

- *Applications should be open not only to foreign nationals pursuing studies at a post-secondary academic institution outside Malta but also to those who have graduated no more than 12 months prior to their exchange visitor programme start date.*

Insurance

It is the responsibility of the agent and/ or school to ensure that interns who are placed at FES are covered by insurance, both of the medical and travel type, as well as liability for the place of work. Such insurance can be purchased from local brokers or from international brokers.

Level of English

The level of English must be of Intermediate level or higher (equivalents - B1, IELTS 5, Cambridge PET). Proof of the level of English must be presented and it is up to the agent and/ or school to administer and mark the test. A short Skype interview will be held with the internship candidates. The candidates' performance in the interview will be considered alongside the proof of English level.

Internship duties

Interns will be placed at Head Office (Mtarfa) and will carry out a number of administrative duties, which include but are not limited to:

- Typing out of reports
- Printing and binding
- Filing
- Collection and collation of statistical data
- Amending documents
- Shredding confidential documents
- Using Microsoft Office applications, especially Excel
- Etc..

Placements at Childcare Centre/ Klabb 3-16/ Skola Sajf

Requests for internship placements at any of the FES centres will be considered on a case by case basis. All members of staff who come in touch with minors in Malta need to have POMA clearance as well as a clean police conduct. Both documents need to be dated 6 months or less and certified translations need to be presented alongside these documents if they are not in English.

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=11815&l=1>

<https://pulizija.gov.mt/en/services/Pages/Conduct-Certificate.aspx>

This is very important as this guarantees that the people who come in contact with the children in our care have all been vetted and are not listed on the sex offenders' register and have a clear police conduct. It is the responsibility of the agent and/ or school to look into

such paperwork for foreign interns and for such to be presented to FES prior to the placement being accepted.

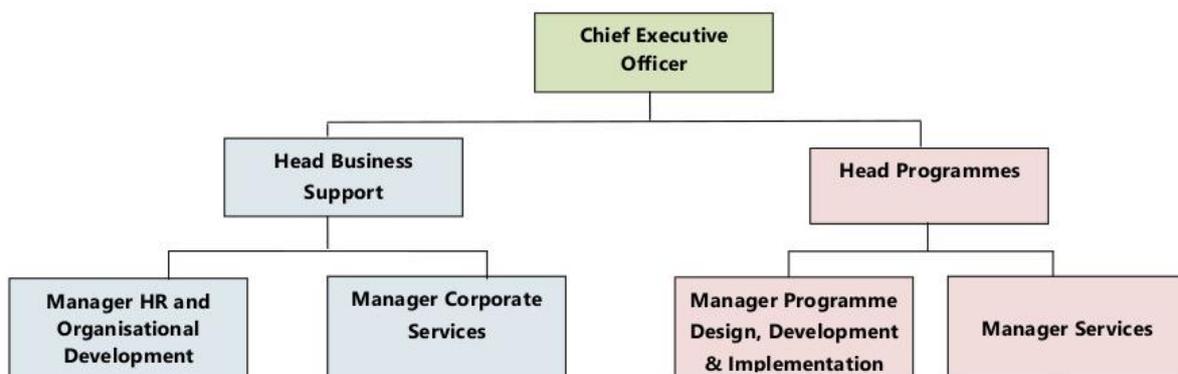
Professional Expectations

Interns are expected to behave in a professional manner at all times when they are at the place of work. They are to follow the dress code of smart casual attire, to treat colleagues and superiors in a polite manner, and to be punctual. The intern is encouraged to query anything that is not clear so that the intern learns and deepens their knowledge and so that the tasks assigned and carried out are done well. If the intern is sick, s/he is expected to inform their supervisor that they are unable to attend work. They are also expected to present a doctor's certificate to cover the days of sick leave.

If the intern does not carry out duties to the required standard, if their level of English does not allow for tasks to be completed successfully, or if other unsatisfactory concerns emerge during the placement, FES will initially discuss a way forward with the interns, the agent, and/ or the school. If the situation cannot be improved FES will retain the right to terminate the internship if the behaviour persists.

The intern will be asked to sign and abide by a Confidentiality Agreement.

Foundation for Educational Services Head Office Departments



Corporate Services Section

The *Corporate Services* function is namely in charge of administration matters, procurement, IT, communications and estate management. Support is provided to all centres to ensure that they are equipped with adequate resources and maintain the centres safe for the benefit of service users.

The work involves both office work and visits to different centres around the island. This entails obtaining quotations, sorting out of supplies, archiving, inventory keeping, general IT maintenance, and general office duties. There might be instances where support is also

required within the centres or there would be the need to accompany other members of staff to provide assistance.

Human Resources Section

The HR Department is responsible for all recruitment processes within the FES. It also deals with all personnel issues including providing information regarding job opportunities, issues regarding termination and other personal queries which might arise. Work within the department involves the organisation of interviews, the up keeping of personal files and liaising with third parties as regards to permits and other relevant documentation. Administration work in this department involves the opening of new files, creating an inventory of all documents in every personal file, filing of paperwork, archiving of terminated files, photocopying of interview papers and contracts and responding to telephone calls.

PDDI Section

The *Programme Design, Development and Implementation Section* (PDDI) within the *Programmes Unit* has the responsibility of ensuring that clients using the service benefit from educational activities in an informal setting. The PDDI Section creates its own programme of activities, and also collaborates with external partners who can offer approved educational activities.

Employees within the section are involved in creating and managing projects in the Childcare Centres, Klabb 3-16 (after school service) and Skolasajf (summer programme). This involves research of the concepts, listing of the human and physical resources needed, design and development of the initiative, implementing pilot projects, identification of training needs for programme delivery, and evaluation of programme in terms of effectiveness and human resource performance.

The work involves both office work and visits to the different centres around the islands. Office work involves research, drawing up of proposals and report writing, collection and analysis of data, taking minutes during meetings, and organisation and filing of records. Visits to the centres allow direct supervision of the implementation of the programme, collection of feedback from the service users, and monitoring of staff performance. Transport costs are not covered by FES.

Services Section

The *Services Section* within the *Programmes Unit* is in charge of ensuring the provision of service and the smooth running of the centres within the folds of the FES. The section's remit is diverse and incorporates within it everything related to the delivery of the different services, from inception to delivery.

The work involves both office work and visits to the different centres around the island. Office work involves filing, report writing, inventory keeping, data inputting, collection of statistics, and a myriad of other tasks, mostly administrative in nature. Visits to the centres

are mostly unannounced in nature, which helps to ensure that the standard of the service provided to our clients is high and which helps to identify areas which need further assistance from Head Office. Transport costs are not covered by FES.

FES accepts interns from the below spheres of studies (others will be considered as well)

- Management
- Administrative studies
- Social sciences
- Languages
- Education
- Early childhood
- ICT
- Human Resources
- Finance
- Maintenance work
- Others...

By signing this policy I agree with the conditions described.

Signature of FES CEO

Mr Dermot Galea

Signature of Intern
