



T A L E N T
P L A C E M E N T

INTRODUCTION TO INTERNSHIP

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What is an Internship?

Internship according to Dictionary:

“The position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification”.

my name is

INTERN

Internship Types

What is an Internship – three types are being described below:

1. Graduate Internship

This type of internship is for an individual that has completed a post matric qualification (Higher Certificate / Diploma / Degree)

Refers to work experience offered in the form of Internship to a **graduate** by an organization for a defined period of time. This will assist the graduate to gain relevant skills and experience in a particular field of completed studies

Internship Types

What is an Internship – three types are being described below:

2. Work Based Learning TVET Internship

This type of internship is for a student registered with a TVET College that requires practical experience to complete his/her qualification (i.e. National Diploma)

This internship will provide TVET students with workplace experience that will help them connect their theoretical knowledge completed during their N6. This will assist students to obtain their qualification post completion of the internship. The result of this combination will assist students to obtain a National Diploma. They normally require proof for 18 months practical skills.

Internship Types

3. Work Based Learning HET Internship

This type of internship is for a student registered with a Higher Education and Training Institution (HET) that requires practical experience to complete his/her qualification (e.g. diploma or degree)

This internship will provide HET students with workplace experience that will help them connect their theoretical knowledge. This will assist students to obtain their qualification post completion of the internship. The duration of practical exposure depends from institution to institution and type of qualification.

Introduction to Internship

What does it involve?

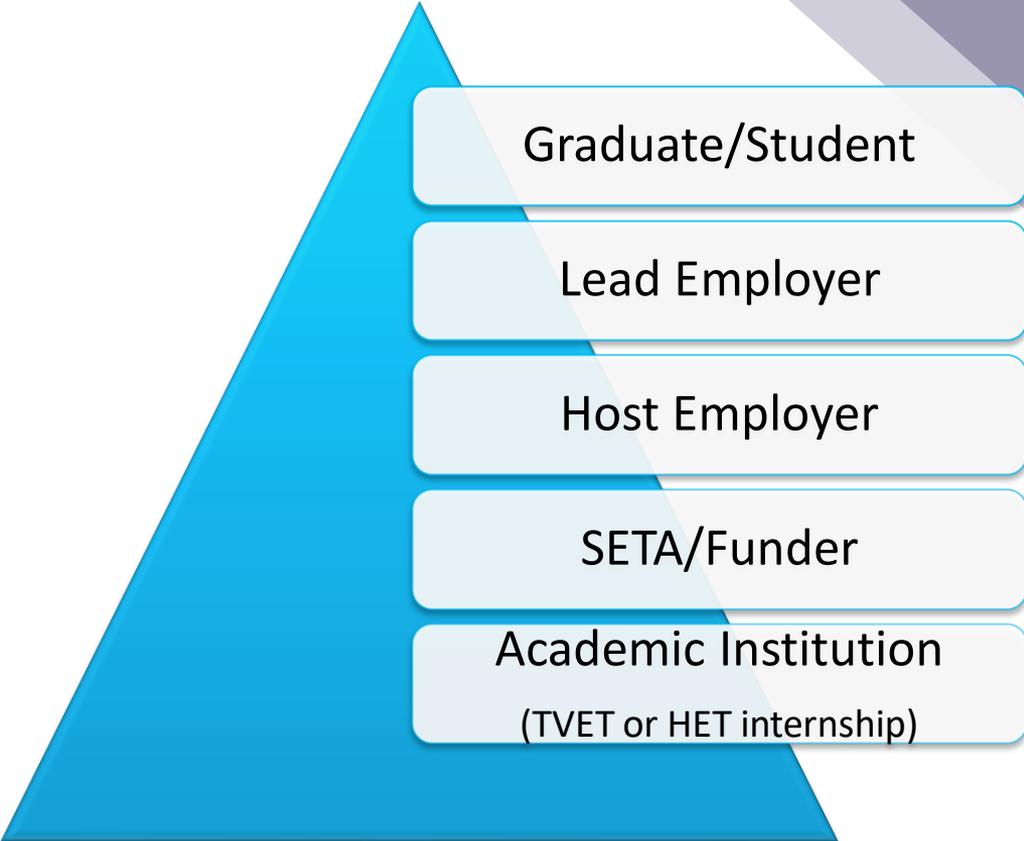
- Internship Agreement between the Graduate/Student and Lead Employer. The duration varies between 6 to 18 months depending on the type of Internship and institution requirements;
- The Agreement could be registered with the SETA/funding partner;
- **PRACTICALS:** covered through work experience, on-the-job coaching and mentoring in the area of study or completed studies
 - ❖ It requires placement in a company where guidance and mentoring is provided in the work environment (this is referred to as Hosting)

Introduction to Internship

What does hosting involve?

- The following are required to acquire PRACTICAL skills in the workplace:
 - ❖ Sourcing/Finding a company to accommodate the Intern for the period of the contract (this is referred to as obtaining a Host Employer)
 - ❖ Be allocated to a Mentor
 - ❖ Receive induction to company's rules, policies and procedures
 - ❖ Receive guidance and mentoring throughout the contract
 - ❖ Receive feedback on current performance and guidance on improving it
- Intern must track progress and report to the respective institutions on practical skills acquired (mainly applicable for **Work Based Learning Internship**)

Role Players in an Internship programme



Graduate/Student

Lead Employer

Host Employer

SETA/Funder

Academic Institution

(TVET or HET internship)



Graduate / Student Responsibilities

- **Show commitment** by participating in all learning and work experience required by the program;
- **Be willing** to do the work and not complain – take this experience as a stepping stone to a better future;
- **Show respect** to your employer by complying with the workplace policies and procedures;
- **Attend** daily, be punctual and truthful;
- **Provide** your feedback through online surveys or during site visits.

Take pride in your work

How can I enrol for an Internship Programme

Our Internship Programmes are available nationally

Visit our Talent Placement Website and register for a preferred type.

You can choose between **Graduate Internship** (*if you already completed your Diploma or Degree*), **Work Based Learning TVET Internship** (*if you are currently a TVET student and completed your N6*), **Work Based Learning HET Internship** (*if you are currently a HET student and require practical experience to complete your diploma or degree*).

Once we have an opportunity available potential candidates that are registered on our database and meet the specific requirements will be pre-selected and invited to apply. Valid email address and cell phone number are therefore required.

Only those successful will be offered to enrol.