



Policy Name: Internship Policy

Compliance Level: Mandatory

Relevant to: All Intern Students in the Company/All Employees

Publication Date: February, 2015

Policy Owners: Management of the Company

1.0 Introduction

This Policy describes formulated principles and procedures governing internship programme at Form Ghana Limited. This policy again gives a general guideline of managing internships, planning and developing students. This gives student opportunity to integrate and develop appropriate work skills and gain invaluable technical skills and expertise from their mentors within the company.

2.0 Purpose

The purpose of the policy is to set out guidelines and principles so as to create an enabling environment and the necessary framework for internship opportunities for both students and non-students undertaking internship with Form Ghana limited.

3.0 Eligibility

Students in recognize higher or tertiary institutions in Ghana and other countries in Africa and outside Africa and fresh graduates within Ghana without working experiences. Students must be able to read, write and speak English. Students must be continuing students and not drop out of school.

4.0 Period

The period of internship with Form Ghana Limited is not more than six months.

5.0 Intern position title in the company

Students who are having internship with the company will be termed Trainees.

6.0 Form of Internships

This policy describes the various forms of internships opened or applicable in Form Ghana Limited.

- a. *Cooperative Education* - A co-op is a three-way partnership between a student, an employer, and a college or university. It allows students to integrate work experiences into their academic studies for credit. By this type of internship, Form Ghana Limited seeks to develop excellent relationship and liaison with academic institutions.

- b. *Field Experience* - Form Ghana Limited offers opportunity for fieldwork for students pursuing careers in Natural Resources Management to develop skills by putting the theoretical knowledge acquired in school to practice.
- c. *Practicum* - Practicum offers students the chance to apply their academic experiences to a real-world project. Students work in teams or individually under the joint supervision of an employer and an academic adviser. Form Ghana Limited provides opportunities for students to be engaged in real world work thereby instilling in them problem solving attitude and the identification of career opportunities

7.0 Intern Strategy and Procedures

A. Step 1 - Submit “Intern Program Application”

1. Prior to accepting and utilizing internship opportunities, institutions must submit an intern program application to the HR of the company for review and approval. The intern program application must include but not limited to the following:
 - a. Program outline that defines the nature and scope of the intern program.
 - b. Describe the educational aspect for the intern e.g. what will the intern learn
 - c. Describe the training that should be provided to interns
 - d. Describe monitoring/supervision schedules.

B. Step 2 – Review of Internship Program Proposal Submitted

1. The program proposal will be reviewed for consistency with Form Ghana Ltd policies and procedures vis-à-vis the objectives of the internship.
2. Once approved, screening of intern applicants may proceed.

C. Step 3 - Intern Application Procedure (After Intern Application is Accepted)

1. Interview – HR interviews the intern to determine their background and suitability to undergo the internship.
2. Acceptance to Program – If accepted, a “Letter of Invitation” must be issued offering the internship to the applicant.
3. Acceptance by Applicant – A “Letter of Acceptance” must be received from the applicant.
4. Following acceptance by applicant, the following must be submitted to the HR:
 - a. Copy of Resume
 - b. Proof as a student/ Testimonial from school graduated
 - c. Specify period of intern with the company
 - d. Degree course pursuing/pursued

After submitting the documents above, a date to report to the company will be communicated to the intended intern. Workplace socialization will be organized for interns, during this period an Internship Learning Agreement form will be given out to be filled out for discussion.

8.0 Roles and Responsibilities of Parties (Form Ghana Limited and Intern)

Responsibility of the two parties involves;

- a. **Form Ghana Limited** - Form Ghana Limited is responsible for the following;
 - i. Making and creating space for interns
 - ii. Exposing the Trainees to relevant activities and training opportunities
 - iii. Supervising and assessing progress of the Trainees and
 - iv. Cooperating with Trainees institutions regarding such as necessary for successful internship
- b. **Intern** – It is the responsibilities of the Intern to:
 - i. read and observe the behavioral requirements in the Code of Conduct and rules and regulations of Form Ghana Ltd
 - ii. endeavor to learn and acquire as much knowledge and skills as possible

- iii. seek to understand the operations of their area of study through consultations with their supervisors

9.0 Compensations

- **Expenses for Interns** - No purchase orders, cash reimbursements, or travel advances will be made for Form Ghana Programme interns. All payments made to interns will be paid via stipend payments. The intern shall be notified if any type of payment is anticipated.
- **Liability** - Interns are not covered by workers compensations because they are not considered employees of the company. They are trainees and should provide their own health insurance coverage.

10.0 Monitoring and Evaluation

- Upon completion of the internship program, the trainee will write and submit a report stating his/her exposure with the company. Trainees are to also give suggestions or recommendations to improve upon future intern programs and other activities observed
- Monthly performance appraisal will be carried out to ascertain trainee's performance and plans for improvements if any.
- The supervisor in charge of trainees will have discussion with trainees to evaluate the internship program against stated objective(s). This will enable the company to know if it is able to provide and train intern to their expectations and vice versa.

11.0 Intern Forms

There are various forms for this program. These forms will help both parties to achieve their stated goal and objectives. These include

- Intern Learning Agreement Form
- Monthly Performance Appraisal Form