

Internship in Brighton Work Placement Contract

Between

(Student name)

& (Company name)

Web:

**Number:
Agency country:
Agency:**

**Contact person:
Tel**

Email:

Hereafter referred to as the applicant or/and student and/or intern.

Hereafter referred to as the company.

Unpaid intership placement agreement

Confirmation of work placement

1. The applicant confirms the acceptance of an **unpaid** internship with **(insert company)** for the period: **(insert dates)**
2. The company will offer the applicant unpaid work experience in the field of **(add field)**

The job description is included as appendix 1

Obligations of the intern

1. Throughout the placement the intern offers to be positive, flexible and willing to learn. They should be punctual, presentable and professional and generally follow the same code of conduct as other company employees. It is expected the intern will use their time in the company effectively to show initiative, enthusiasm and commitment to completion of the work tasks and project given.
2. At times the intern should be prepared to do less interesting tasks as all the work will help improve the interns knowledge of both UK and international business practice.
3. If there is a concern or problem about the company it should be reported to IIB immediately before taking any action.
4. The Intern should have realistic expectations about the programme. Interns need be realistic what they can contribute to a company in the short period of Internship and should recognise that the whole cultural experience of exposure to British working practices is an important element in the Internship experience
5. The Intern must observe any reasonable requirement of employers, particularly concerning any instruction given, dress code and rules of the work place. It is important to be at work on time and adhere to the normal working hours as given by the supervisor. Break times and lunch should be confirmed with company supervisor. If the intern is genuinely unable to attend work through illness then they should inform their company supervisor and/or IIB Ltd immediately. Any sustained and unconstrained absence may result in the work placement being terminated (even on the last day of a work placement) and therefore, a poor reference may follow and failure in getting your certificate or other qualification. If time off work is required the company supervisor should give their approval first.

6. An Intern should not abuse the facilities in the host company. Unauthorised personal telephone calls, incoming or outgoing, are not allowed without permission. Any problems or difficulties arising during the placement should be addressed to IIB as well as to the company. All interns will undertake their work placement maintaining a professional work ethic and performing the tasks they are given in a business-like manner.
7. Interns should comply with the tasks requested by company, but should also try to use their initiative. If it is not understood what is being asked then before undertaking the task further clarification or assistance should be sought.
8. An Intern shall look after all interests of the host company and exercise the greatest discretion regarding facts and information that become part of his/her knowledge during the work placement. They must not, in any manner whatsoever, disclose to any unauthorised person any documents or information not already made public. They will continue to be bound by this obligation after the end of the placement.
9. An intern shall not during placement maintain any professional connections with third parties which could create a conflict of interest or the appearance of a conflict of interest. The present agreement has been concluded on the basis of information about current or previous connections with a third party supplied by the applicant. Failure by the applicant to disclose such connections during the selection process shall entitle the host company to end the work placement.
10. Misbehaviour/ non compliance of above by side of the intern may lead to immediate cancellation of the work agreement by the host company, in this case Internship In Brighton is not obliged to find a suitable replacement for the intern, nor offer a refund or compensation.

Company obligations

1. The Company will treat the intern in the same manner as its other employees, within the limits of the legal and statutory requirements regarding internships, as much as possible.
2. A mentor and/or supervisor will be appointed for the duration of placement to help the intern fully engage with their job and related work tasks as successfully as possible. Regular monitoring will take place and the set tasks adjusted to suit the intern's ability when needed/if necessary (experience, language skills etc). All tasks and related work projects will be as clearly explained to the student.
3. The company will initiate intern training and induction to all its relevant company policies, rules, rights and obligations, along with suitable health and safety policy induction and guidance.
4. The company will inform the intern of their working hours and days, which may be altered from time to time, within reason, to suit the requirements of the company. Maximum working hours should not exceed 40 hours per week.
5. The company (or IIB on behalf of the company) will issue a letter or certificate at the end of the intern's stay, confirming the intern's work placement and giving a summary of details of their performance.
6. An intern should carry out set tasks to the best of his or her ability. Should their performance be regularly considered insufficient or below the standard at which a company can make any useful use of them they are entitled to terminate this agreement. In this case of this event arising the company should contact Internship In Brighton before making such a decision to discuss possible options and useful ways forward.
7. It is at the company's discretion to approve holiday and other special leave if any, requested by the intern.

8. It is at the companies discretion to pay for the interns travel, lunch or any other expenses providing receipts are offered by the intern and they should notify IIB of this intent before the intern starts or if it ceases.
9. At the end of the stated period of internship the company may if they wish offer a paid or permanent job to an intern at which time this agreement and all obligations contained within it will cease. However this may not be discussed or committed to before the internship period has been completed.
10. The company will inform IIB of any major changes to the the interns planned job description either in advance before arrival or during the internship, if they are made.
11. The company will inform IIB of any major changes to the status of the company or the interns planned job description in advance. These include a location change, office restructuring or expected insolvency.

I, the intern, by responding to this e mail hereby acknowledged and accept the agreement above.

Signed:

Date:

I, XXX (insert name) on behalf of (insert company) hereby acknowledge and accept the agreement made above.

Signed

Date:

Appendix 1 : Internship work description