

Internship

Manual

Want to give an intern the opportunity to gain work experience at your organisation? Many internship opportunities exist for this. These may differ depending on your region and sector. This tool contains an overview of the various internship opportunities and the associated obligations. We start with an overview of the internship opportunities per policy level (federal, Flemish and Brussels). Finally, we examine the possibilities within joint committees 227 and 303.01.

At federal level

This concerns the global internship commitment of private sector employers.

Since 2013, all employers who fall under the CLA Act, regardless of the number of employees that each separately employs, are obliged to make available a number of internships each year amounting to 1 percent of their total workforce. This is a best efforts obligation on the part of the employer to make internships available.

At Flemish level

Professional exploratory internship

What is it?

The Flemish Employment and Training Service (VDAB) or a partner organisation can organise an exploratory internship for job guidance (or its preparation) in collaboration with a company, a non-profit or an administrative authority.

This is an internship for jobseekers in the context of their professional or career orientation.

For whom?

- ✓ Who: the registered jobseeker.
- ✓ Which type of organisation: the company, non-profit or administrative authority.

Which obligations?

Obligations on the part of the VDAB

The VDAB is obliged to intervene in the reimbursement of costs, and to take out insurance for accidents during work and on the way to and from the internship location.

Agreement

An agreement is concluded between the following parties:

- ✓ The VDAB or the partner organisation,
- ✓ The jobseeker;
- ✓ The company, the non-profit or the administrative authority

The agreement must contain the following information:

- ✓ The identity of the parties;
- ✓ The start date of the internship and its expected duration. (The internship may last a maximum of thirty days);
- ✓ A description of the activities that take place at the workplace in the context of the exploratory internship;
- ✓ The obligations of the parties to the agreement.

Vocational training internship

What is it?

The VDAB (or its partner organisation) integrates a vocational training internship into its training.

The aim of the internship is to help the participant develop the necessary skills. This allows the intern to become familiar with the job content, working conditions and the work rhythm.

For whom?

- ✓ Who: the enrolled course participant.
- ✓ Which type of organisation: the company, non-profit or administrative authority.

Which obligations?

Duration

The total duration of the internship may not exceed 6 months and may not exceed half of the total duration of the training.

Agreement

An agreement is concluded between three parties:

- ✓ The VDAB or the partner organisation,

- ✓ The provider of the internship;
- ✓ The course participant

The agreement must contain the following information:

- ✓ The identity of the parties;
- ✓ The start date of the internship and its expected duration. (The internship may last a maximum of 6 months);
- ✓ The description, content and objectives of the internship;
- ✓ The rights and obligations of the parties as stated in the decree of April 30 2004 containing the Charter for the Jobseeker and the worker protection legislation;

Other obligations

The course participant who is registered with the VDAB as a non-working jobseeker and the compulsory registered jobseeker who has completed his or her studies or apprenticeship is entitled to reimbursement of travel expenses and the costs of childcare.

The VDAB must take out insurance against accidents during training and on the way to and from the training location. The insurance must offer the same cover as that stated in the Occupational Accidents Act.

Individual vocational training

What is it?

Making vocational training accessible within the contours of a company.

For whom?

- ✓ Who: the registered jobseeker.
- ✓ Which type of organisation: the company, non-profit or administrative authority.

Which obligations?

Duration

The VDAB determines the duration, which must be between 4-26 weeks.

Agreement

An agreement is concluded between three parties:

- ✓ The VDAB or the partner organisation,
- ✓ The course participant;
- ✓ A company, a non-profit or an administrative authority

Employer obligations

The employer has a basic obligation to hire the trainee who has completed individual vocational training at its company (or the non-profit or administrative authority) with a contract of indefinite duration.

The employer must take out insurance against accidents during training and on the way to and from the training location. The insurance must provide the same cover as that stated in the Occupational Accidents Act.

Skill development through internships

This category includes three types of internship, namely the work experience internship, the activation internship and the vocational immersion internship.

What is it?

The **work experience internship** is an internship for a jobseeker at a real workplace, the main purpose of which is to enable the jobseeker to build up general skills that are expected of each employee, independently of the position of the employee, and to enable the jobseeker to gain work experience, to facilitate the first step to re-entering the labour market

The **activation internship**: an internship open to jobseekers whose medical, mental, psychological, psychiatric or social problem, or a combination of thereof, prevents access to the labour market. The internship orients and prepares the jobseeker for paid work by strengthening his or her general basic skills and by removing barriers that make it difficult or impossible to enter the labour market.

The **vocational immersion internship**: paid training at the workplace in which the participant acquires skills and work experience and in which the VDAB does not give guidance.

Obligations and conditions related to the vocational immersion internship

For whom?

- ✓ Who: the registered jobseeker.
- ✓ Which type of organisation: the company, non-profit or administrative authority.

Which persons/situations are not eligible?

- ✓ Training courses with a workplace component whereby vocational immersion internships are implicitly or explicitly excluded pursuant to the relevant decree or regulations;

- ✓ The work performed by a trainee or student at an employer in the context of training that he or she follows at an educational institution or training centre set up, subsidised or recognised by the competent community or region;
- ✓ The internships organised in the context of a course that leads to a diploma, certificate or proof of professional competence;
- ✓ Training activities that take place in the context of an employment contract as stated in the Act of 3 July 1978 on employment contracts;
- ✓ The provisions established by or pursuant to decrees, ordinances or collective labour agreements concluded with a joint body in accordance with the Act of 5 December 1968 on collective labour agreements and joint committees;
- ✓ Interns who prepare for the exercise of a liberal profession or an intellectual service profession and who, during their internship, are subject to the deontology of an order or institute established by legal or regulatory provisions
- ✓ Employment of students in accordance with Article 120 through 130ter of the Act of 3 July 1978 on employment contracts.

Which obligations?

Duration

The maximum duration is 6 months.

Agreement

An agreement is concluded between the employer and the intern for the implementation of the vocational immersion internship, no later than when the intern commences his or her vocational immersion internship. This agreement shall be in writing and contain the following:

- ✓ The interns's first names, last name and primary residence;
- ✓ With regard to the employer: the employer's first names, last name and primary residence or the company's name and business address;
- ✓ The location where the vocational immersion internship will take place;
- ✓ A description of the activities that take place at the workplace in the context of the vocational immersion internship;
- ✓ The starting date and duration of the vocational immersion internship;
- ✓ The daily and weekly duration of presence at the company;
- ✓ The remuneration;
- ✓ The way in which the vocational immersion internship can be ended;
- ✓ The training plan agreed between the parties and approved by the VDAB;

- ✓ The rights and obligations of the parties.

Employer obligations

Drafting and making available a **training plan**. This plan must include the following:

- ✓ The skills to be learned;
- ✓ The way in which these skills are taught;
- ✓ A justification for the length of the vocational immersion internship, which has been agreed between the parties;
- ✓ The identity of the parties;
- ✓ The address at which the intern is domiciled.

Drawing up an agreement

An agreement is concluded between the employer and the intern, no later than when the intern commences his/her/x vocational immersion internship.

The agreement must include the following elements:

- ✓ The intern's first names, last name and primary residence;
- ✓ With regard to the employer: the employer's first names, last name and primary residence or the company's name and business address;
- ✓ The location where the vocational immersion internship will take place;
- ✓ A description of the activities that take place at the workplace in the context of the vocational immersion internship;
- ✓ The starting date and duration of the vocational immersion internship;
- ✓ The daily and weekly duration of presence at the company;
- ✓ Remuneration (for each vocational immersion internship, the employer pays compensation that is at least half of the guaranteed average minimum monthly income. This compensation is applied in proportion to the employment fraction);
- ✓ The way in which the vocational immersion internship can be ended;
- ✓ The training plan agreed between the parties and approved by the VDAB;
- ✓ The rights and obligations of the parties.

Taking out insurance

During the training, the employer must insure the intern against accidents during the training and on the way to and from the training location. This insurance must offer the same cover as that stated in the Occupational Accidents Act.

Brussels-Capital Region

The first work experience internship

What does this include?

Central to this form of internship is the integration of the young unemployed jobseeker who has registered with Actiris after his or her studies.

For whom?

To be eligible for the internship, the jobseeker must:

- ✓ be registered with Actiris, the Brussels Regional Employment Office, as unemployed jobseeker;
- ✓ be domiciled in the Brussels-Capital Region.

Obligations

Agreement

The internship is governed by an agreement concluded between the intern, the internship provider and:

- ✓ a public training institution, when the agreement includes a training plan;
- ✓ Actiris, when the agreement includes a guidance plan.

Duration

3-6 months

Joint Committee 227 and Joint Committee 303.01

Conditions to be met by the intern

- ✓ The school leaver can participate in the media internship on condition that the intern is registered as a jobseeker, is younger than 26* and is not receiving benefits. The intern remains available for the labour market.
- ✓ This means that the intern must be prepared to accept any appropriate employment.
- ✓ The intern creates a Profile page on the Mediarte website (mandatory).
- ✓ To ensure that the internship provider knows the intern's starting skills and/or to estimate them as accurately as possible, the intern completes the Self-Assessment Tool. This results in a personal training plan.

* The internship must start before your 26th birthday

Conditions to be met by the company

- ✓ Under no circumstances may the intern replace an employee.
- ✓ An internship progress document that is concluded between the intern, the internship provider and Mediarte contains a list of skills that must be developed during the internship. This document is signed by all parties. In the case of non-compliance with the internship agreement or the internship progress document, Mediarte has the right to terminate the internship at any time. There is continuous ongoing communication between the three parties in order to guarantee a smooth internship.
- ✓ An intern mentor is appointed to provide the best possible support for the intern during the internship period.
- ✓ An internship lasts a minimum of 4 weeks and a maximum of 12 Weeks. It is therefore a longer internship period in which the didactic framework can be fully developed for both parties.
- ✓ The internship provider is entitled to a maximum of 26 weeks internship per year for every 30 employees (FTE). For example 45 employees (FTE) = maximum 52 weeks internship, 165 employees (FTE) = maximum 180 weeks internship.
- ✓ The internship provider draws up a roadmap together with a Mediarte consultant for the full duration of the internship. This roadmap contains the following information:
 - Title and description of the position that the intern will fill
 - Description of the skills to be learned based on existing frames of reference
 - Work post datasheet
 - Risk analysis
 - Name and position of the intern mentor
 - Manner in which the intern will be supervised, monitored and evaluated
- ✓ The internship provider must insure the intern against accidents that occur during the internship or on the way from his or her place of residence to the internship location and back ("work-related accidents and accidents while travelling to and from work"). This insurance must provide the same cover as that stipulated by the Occupational Accidents Act of 10 April 1971, with the proviso that no compensation for temporary work disability is owed.
- ✓ The internship provider must ensure that the intern has all the tools needed to perform the job properly.