

Transnational Academic Group High School Internship Program Policy

Introduction

This policy is to provide a framework for facilitating a safe environment for high school students to participate in an internship program with Transnational Academic Group and its partner campuses.

Policy Statement

Staying true to its tagline of ‘developing the people who develop nations’ TAG offers eligible students the opportunity to experience the workplace, whilst being in a safe and neutral environment.

Internships are conducted at any of its campuses and involves an induction program, departmental rotation, and presentation where the student presents to HODs on their learning outcomes.

Internships are run as educational programs and are not normally paid.

Certificates and/or letters of experience are issued at the end of the internship, subject to the student having clocked in for a predetermined number of hours. A minimum of two weeks must be worked in order for the internship to be considered worthwhile and effective.

A number of individuals or parties may be involved during the internship and must abide by the framework laid out in this policy.

Glossary

People & Culture is the Human Resources Department of Transnational Academic Group.

Student is the term used for the individual who may be selected to participate in the internship with TAG, and is interchangeable with **Intern**

Student Outreach Team is the team within the University Marketing department that liaises with high school counsellors for various outreach programs.

TAG Representatives include any member of professional or academic staff who will be interacting with the students for the course of their internship.

Eligibility

All internships require the following documents to be provided by the student/school/guardian upon being confirmed:

- Government issued ID (this may differ between campuses);
- An NOC from the legal parent/guardian (in the case of a minor);
- An NDA to be signed by the student as well as the legal parent/guardian (in the case of a minor);

- Government issued ID of the legal parent/guardian
- Declaration of any medical conditions that are relevant and/or may need to be addressed whilst they are participating in the internship.

Data Collection & Privacy

Any sensitive personal data of the student that is collected during the time of engaging in an internship will be maintained with the utmost confidentiality, and will only be released to a third party if TAG is under a duty to disclose or share said personal data in order to comply with any legal obligation.

General Procedure and Responsibility for Implementation

TAG's Student Outreach and *People & Culture* teams are responsible for the recruitment and onboarding of student interns. The process is as follows:

- The Student Outreach team liaises with high school counsellors and/or external parties to coordinate the selection process;
- Upon confirmation, *People and Culture* liaise with the counsellor and/or external party to collect the necessary documents from the student;
- Following the successful presentation of documents, interns are invited for an orientation, or 'onboarding program' which is facilitated by both teams;
- Interns will then be introduced to their Head of Department and Line Manager, whom they must interact with in a professional manner;
- During the course of their internship, should any matters arise they may report the issue to their Line Manager, or *People & Culture*. Upon being reported, the issue will be investigated immediately with the intent to come to a resolution.

Internship Program Format

The internship program is laid out to provide an educational experience for the student, whilst serving the needs of the department they're placed in. The following is a sample format of the internship:

- Onboarding: explanation of house rules, code of conduct, work hours and policies and procedures of the organization. This will be followed by a tour of the campus and brief introduction to HODs and teams.
- Training: A session will be held with the intern on the departmental functions, and their role during their internship, along with expectations and assignments.
- Networking: Interns may be invited to participate in Student Life activities, to get a glimpse of University life.
- Soft Skills workshops: Interns may be exposed to sessions from the University Career Centre on topics such as Personal Branding, CV Writing, Building your LinkedIn page, etc.
- Mentorship sessions: Interns will have an opportunity to meet with the Campus CEO, Provost / PVC, and Heads of School for mentorship.
- Concluding presentations: Interns present their tasks and completed assignments to the HOD and a panel of individuals for feedback.
- Farewell event: A small ceremony may be held where the Campus CEO or Provost / PVC will present the work experience letter to the student.

Roles and Responsibilities – Students

Students are expected to follow relevant Codes of Conduct while on campus. These will be presented to them during orientation. In addition to this, students must adhere to the following:

- To behave respectfully at all times, in person, and when communicating via telephone or email;
- To be punctual and submit assignments in a timely manner;
- To dress formally, except on casual days, where the student's attire must still be decent;
- To maintain confidentiality of the highest standards, in line with the NDA presented to the student during registration;
- To refrain from capturing or sharing any footage on social media that is detrimental to TAG or its partner campus;
- To maintain the utmost level of professionalism, particularly when/if dealing with external stakeholders on behalf of TAG.

TAG reserves the right to conclude the internship at any given time should the student display an unacceptable level of behavior or performance.

Roles and Responsibilities – TAG Representatives

Employees of TAG involved in the facilitation of the internship program have a moral and ethical responsibility to ensure that the student is provided with a safe environment whilst completing their term as an intern. Roles and responsibilities include:

- Behaving in a professional and respectful manner;
- To be punctual and honor sessions scheduled with interns;
- To maintain the student's confidentiality in matters that may arise;
- To ensure that all communication and interactions with interns are of an extremely formal nature, with no foul language, disrespect, or casual tonality.

Virtual Internships – COVID -19

In light of the recent challenges around COVID-19, TAG may accept students into the internship program virtually. The above program has been purposed to fit a virtual platform. All sessions and meetings are run through video conferencing software.

Safeguarding students during virtual interactions

During this time, all interactions between the intern and the TAG representative will be scheduled and documented via email. Matters discussed during these sessions may contain sensitive information that is confidential in nature.

Therefore, if there is a requirement for sessions to be recorded, these must be done using TAG's video conferencing software. Alternatively, the student's guardian/supervisor is able to join these sessions, provided that they do not interfere with the discussions taking place so as to avoid distracting from the session. The supervisor/guardian may be required to sign an NDA as well.

It is important to note that TAG has a zero-tolerance policy for inappropriate behaviour by its staff and these are grounds for immediate termination with cause.