

## **THE JOBRIDGE NATIONAL INTERNSHIP SCHEME; WHAT'S IT ALL ABOUT?**

JobBridge is the National Internship Scheme (NIS) which is a Government initiative designed to offer jobseekers that are on the Live Register an opportunity to enhance and develop their skillset through internship positions in host organisations.

## **WHO CAN APPLY FOR AN INTERNSHIP UNDER THE NIS?**

The NIS is aimed at providing work placements to those individuals on the Live Register and who have been in receipt of Jobseekers Allowance/Benefit or signing on for credits for at least 3 months (78 days). Host Organisations must ensure that any potential intern must meet the 3 months requirement.

Periods spent on Back to Education Allowance, VTOS, FÁS/Fáilte Ireland Training course, Youthreach, FIT, Community Employment Schemes, TUS, the Rural Social Scheme, Back to Work Scheme, Back to Work Enterprise Allowance, FÁS Job Initiative or Job Assist will count towards meeting the eligibility of JobBridge provided:

- The individual has completed these programmes
- Has signed back on to the Live Register
- Is in receipt of Jobseekers Benefit/Allowance or Jobseeker credits immediately before commencing on JobBridge.

Individuals in receipt of One Parent Family Payment or Widows Pension are ineligible to participate in JobBridge even if they are also receiving half rate Jobseekers Benefit

According to the NIS, an intern will be *“a person who is engaged by another person to carry out work or perform any duty or service pursuant to a placement under the JobBridge, National Internship Scheme shall, for the purposes of any enactment or rule of law (other than the Tax Acts and the Safety, Health and Welfare at Work Act 2005), be deemed not to be an employee of the other person or to carry out such work or perform such duties pursuant to a contract of service.”* It is important that host organisations familiarise themselves with the terms of the scheme and comply with the red-tape in order to avoid a possible employer/employee relationship arising.

## **WHAT IS A HOST ORGANISATION?**

Those organisations that engage in NIS and provide internship opportunities under the scheme are referred to as 'Host Organisations'. The scheme applies to all private, public, community and voluntary organisations who meet the following criteria:

- An organisation interested in the scheme must have a minimum of 1 full time employee who is employed for 30 hours or more per week.
- The organisation must be a legal entity recognised by the Revenue Commissioners
- The organisation must have NO employment vacancies available in the area of activity in which the internship is offered.
- The intern must not be engaged in order to displace an existing employee. The Internship Scheme Administrator reserves the right to review cases where it is reported that this is the case.
- Similarly, the host organisation may not provide an internship opportunity under the scheme to an individual they have an existing employment relationship with.

- Have Public/Employers Liability insurance and Motor Insurance, if applicable, that will cover any interns on the Scheme
- Be fully compliant with current workplace health and safety and all other legal requirements.
- If Garda Vetting applies to the placement, ensure that the vetting process is applied.
- The Scheme is NOT available to Sole Traders

### **CAN A HOST ORGANISATION TAKE ON MORE THAN ONE INTERN?**

A host organisation may take on more than one intern one but only if they meet certain criteria.

<b>Number of Full Time Employees*</b>	<b>Number of Internships</b>
<b>1-10 employees</b>	1 internship place
<b>11-20 employees</b>	2 internship places
<b>21-30 employees</b>	3 internship places
<b>30 + employees</b>	20% of the workforce to a maximum of 200 internships whichever is the smaller

### **HOW LONG WILL AN INTERNSHIP LAST?**

Every intern-ship will be for 6 to 9 months. If a Host Organisation had an intern in a role then they must abide by a 3 month cooling off period before taking on another person in the same department/area. A Host may take on another intern in a different area/department provided that Host has not exceeded their quota of interns.

### **WHAT ARE THE BENEFITS OF ENGAGING IN THE SCHEME FOR MY ORGANISATION?**

- By partaking in the Scheme the Host Organisation will allow a jobseeker to enhance and develop their skillset. To give a person on the Live Register the opportunity to gain relevant work experience
- Interns may intern improve the performance of the Host Organisation through fresh talent, fresh ideas, fresh thinking and self-motivation.
- Interns may eventually become future employees who will already have a strong knowledge of then business and its processes.

### **HOW CAN OUR COMPANY REGISTER AS A HOST ORGANISATION?**

Employers may register through [www.jobbridge.ie](http://www.jobbridge.ie). If doing so it is important for all Organisations to be aware that you may only advertise an intern placement through this website and you are not permitted to advertise within your own sector.

### **HOW DO I START AN INTERN?**

As per the JobBridge website, when you have selected a potential intern you will login to your account and complete a series of steps as follows:

- Complete and sign the Standard Agreement, including a section detailing the skills the intern will learn and/or practice in the workplace
- Notify FÁS of the individual's details
- Download an Eligibility Form for the individual to take to their local DSP office to confirm their eligibility for the scheme\*
- The individual's eligibility for the scheme must be confirmed by DSP before they commence the internship
- When FÁS receives the Eligibility Form back from the individual confirming their eligibility, you will be notified by email that the internship can commence.
- As soon as the intern commences you must login to your account and notify FÁS that the individual has actually started (so that DSP can process payments to the intern).



- Once the intern commences their placement the Host Organisation must logon to their account and insert the intern's start date. This is crucial as it will be from this date that the intern will begin to accrue the Internship allowance. The Host must logon each month thereafter and complete a short Compliance Check (to ensure the payment of the internship allowance and confirm that the internship is progressing appropriately)

#### **WHAT BENEFITS MAY AN INTERN ACCRUE?**

- Interns must not receive payment from the Host for work done. The intern will instead receive an Internship Allowance.
- Interns are entitled to 1.75 annual leave days per month
- Interns are entitled to accrue public holidays
- Interns are entitled to time off to attend job interviews

