

# YOUTH CORPS COMMUNITY INTERNSHIP

## (Factsheet for Host Organisations)

### Cycle 10 (Open Run)

#### **About the Youth Corps Community Internship**

Youth Corps Community Internship (YCCI) provides students from Institutes of Higher Learning (IHLs) with more internship opportunities ranging between five to six months in the community and social sectors<sup>1</sup>. The objective of the YCCI is to **enable youth to continue their development through on-the-job training and learning experiences** in the community and social sectors, while **contributing back to society**.

#### **Eligibility Criteria**

Host Organisations must meet all of the following criteria:

- Registered or incorporated in Singapore;
- Operate within the community or social sector, including non-governmental organisations (NGOs), non-profit organisations (NPO), and social enterprises (SEs)<sup>2</sup>. *Public agencies in the community and social sector are not eligible to apply;*
- Be secular and non-partisan;
- Offer **full-time internship(s)**<sup>3</sup> from five to six months between **March – August/September 2025**;
- Provide clear internship descriptions, learning objectives and outcomes, ensuring that interns engage with or directly/indirectly<sup>4</sup> serve beneficiaries or the community cause; and
- Assign a supervisor to guide the intern(s) throughout the internship duration.

For each cycle, each Host Organisation is eligible for funding support of **up to three interns** (*non-ITE students*) or **up to five interns** (*mixture of ITE and non-ITE students*) under YCCI. Host Organisations must resolve any outstanding audit queries for YCCI Cycle 5 or earlier and submit YCCI Cycle 7's End Programme documents.

#### **Benefits to Host Organisations**

Host Organisations can recruit youth interns to address organisational needs, such as developing or expanding meaningful projects/services that benefit the community. Internships also provide a potential talent pool for future employment. Under YCCI, Host Organisations can expect:

- Weekly trainings and programmes by Youth Corps Singapore (YCS) to prepare, equip and expose interns to the community and social sectors<sup>5</sup>
- **Funding of S\$800 monthly allowance per intern**, regardless of educational qualifications, to cover the internship allowance

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<sup>1</sup> Includes the arts, sports, community relations, charities, youth, and social service

<sup>2</sup> For social enterprises that are under the same founder, only 1 Host Organisation will be allowed to apply.

<sup>3</sup> For the avoidance of doubt, Host Organisation should update Youth Corps if the youth is not interning full-time with the Host Organisation (e.g. youth is interning and studying concurrently).

<sup>4</sup> If the intern is limited to backend support tasks (e.g. arrange interview or handle payment), it will be rejected.

<sup>5</sup> Host Organisations must release the youth once a week to attend YCS programmes

### **How to Apply**

Host Organisation Application is **open from 1 to 30 November 2024** at <https://go.gov.sg/ycci-hoapp>. All internships for Cycle 10 must commence by 1 April 2025.

Host Organisations are responsible for their own recruitment of youth and should share about the programme requirements during the recruitment process so they are aware of the additional commitments. Due to the high number of participating Host Organisations under YCCI, we recommend reaching out to the respective Polytechnic Internship Offices to facilitate the recruitment process. Once the recruitment is finalised through the polytechnics, please direct the selected youth to submit their application via <https://go.gov.sg/ycci-youthapp> before **31 January 2025**.

## YOUTH CORPS COMMUNITY INTERNSHIP (for Host Organisations) Frequently Asked Questions

### Q1. Who is the organiser/Funder of the YCCI?

YCCI is a developmental programme introduced by the Ministry of Culture, Community and Youth (MCCY) and National Youth Council (NYC) to support youth seeking internship opportunities in the community and social sectors. Funding for the programme is provided through the National Youth Fund.

### Q2. Can my organisation apply for YCCI?

Host Organisations must meet the following eligibility criteria to apply for the programme:

- Registered or incorporated in Singapore;
- Operate in the community / social sectors, including non-governmental organisations (NGOs), non-profit organisations (NPO), and social enterprises (SEs). Public agencies in these sectors are not eligible to apply;
- Be secular and non-partisan;
- Offer **full-time internships**<sup>6</sup> from five to six months;
- Provide clear internship descriptions, learning objectives and outcomes that would allow the intern to be exposed to the beneficiaries/community cause or be directly/indirectly serving the beneficiaries<sup>7</sup>; and
- Assign a supervisor to offer guidance to the intern(s) throughout the internship.

### Q3. What kind of youth profiles can I expect?

Host Organisations can expect local youth between the age of 17 to 25 years old who are interested in the community and social sectors and are

- currently studying in ITE, Polytechnic, Autonomous Universities, or other educational institutions (e.g. private education institutions and overseas institutions)<sup>8</sup> or
- in the transition phase (e.g. GCE “A” level students or Poly students who have completed their examinations and awaiting to enter the university) – *primarily applicable during the March Open Run*

### Q4. Can my organisation apply for other programmes that offer government funding for training or work opportunities for youth?

Yes. Host Organisations can apply for other programmes concurrently, if eligible. However, there should be no overlap in funding for allowances covered by NYC. For example, Host Organisations cannot use other funding sources for the \$800 allowance provided by NYC. To avoid any confusion, Host Organisations should update NYC as soon as they obtain external funding for the Programme.

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<sup>6</sup> For the avoidance of doubt, Host Organisation should update Youth Corps if the youth is not interning full-time with the Host Organisation (e.g. youth is interning and studying concurrently).

<sup>7</sup> If the intern is limited to backend support tasks (e.g. arrange interview or handle payment), it will be rejected.

<sup>8</sup> For full-time University students who are not using YCCI to clear as part of their academic credits, they will be required to take a Leave of Absence to be able to participate in the programme. YCCI will require students to be able to commit on a full-time basis and part-time internship arrangement is not allowable.

**Q5. What information do I need to provide in the application form?**

Interested organisations must complete the application form (via form.sg) and provide the following information at <https://go.gov.sg/ycci-hoapp>:

- Overview of the organisation;
- Roles and responsibilities of internship opportunity(s);
- Duration of internship and daily working hours;
- Learning objectives and outcomes; and
- Qualifying educational requirements/ criteria (competencies/skills required)

**Q6. What types of internship roles are acceptable under YCCI?**

Interns should be exposed to or serve the beneficiaries/community cause. Thus, Host Organisations should offer internships that fall in the following 18 Job Functions:-

- 1) Business Development
- 2) Data Analysis / Management
- 3) Design Work
- 4) Events Management
- 5) Finance
- 6) Healthcare Support
- 7) Hospitality
- 8) Human Resources
- 9) Information Technology
- 10) Marketing & Communications
- 11) Media Production
- 12) Programme Management
- 13) Project Management
- 14) Research
- 15) Social Work
- 16) Teaching Support
- 17) Technical Support
- 18) Volunteer Management

**Q7. What are the obligations of a Host Organisation?**

A Host Organisation is required to:

- Provide a structured **full-time**<sup>9</sup> internship opportunity(s) with clear description(s), learning objectives and outcomes, ensuring interns are exposed to or serve the beneficiaries/community causes;
- Assess and select internship applications before contacting shortlisted youth and **inform Youth Corps Singapore about internship placement confirmations within 10 working days of receiving youth application forms**;
- Pay a monthly internship allowance of up to S\$800 for each intern during the full internship duration, subject to pro-ration based on the number of days worked;
- Assign a supervisor to offer guidance to the intern(s) during the course of the internship;
- Allow intern(s) to attend mandatory Youth Corps Singapore programmes (*refer to Q9*);
- Ensure accountability through endorsement of the intern's timesheet and conduct regular check-ins with the intern;
- Conduct appraisal feedback session(s) with intern(s) at regular intervals during, and at the end of the internship, endorse accomplishment of the interns during internship; and
- Draft a testimonial for the intern(s) (when required).

Please note that failure to adhere to these obligations may result in termination or reduction of the grant.

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<sup>9</sup> For the avoidance of doubt, Host Organisation should update Youth Corps if the youth is not interning full-time with the Host Organisation (e.g. youth is interning and studying concurrently).

**Q8. Can interns work on project basis? For example, marketing or event assignments as needed without working 9-5.**

No, to be fair to other organisations, the internship has to be a full-time internship and the interns must work a minimum of 35 hours per week. For any avoidance of doubt, Host Organisation should inform and clarify with Youth Corps on *any special arrangement* before offering to the Youth.

**Q9. What is required of my intern under YCCI?**

As YCCI is a developmental programme, each intern is to fulfil the following requirements:-

Item	Programme	Required Sessions	Scheduled Day
1	Onboarding Programme	1 full day	Friday
2	Skills Training, Learning Journey & Career Exploration Programme	6 full days	Friday
3	Community Service	12 sessions	Depends on opportunities – <i>Youth will be assigned a regular volunteering programme and will sign up for their own adhoc sessions</i>
4	Celebration Day	1 session (half-day)	Friday

For interns under the YCCI (Leaders Track), the additional day of training and 8 service sessions will be held on weekday evenings or Saturdays.

These sessions are designed by Youth Corps to enhance interns' knowledge and skills in the community and social sectors, as well as to support their career aspirations.

Host Organisations and youth will be informed by YCS about the allocated dates for items 1, 2, and 4 after confirming all internship details. Host Organisations should avoid scheduling work commitments on these dates to allow youth to attend the sessions. For the community service component, interns should discuss work schedule conflicts with their Host Organisation before signing up.

**Q10. Can my organisation provide a virtual internship opportunity?**

The internship should not be a fully virtual internship (i.e. the intern is working from home throughout the internship). It must provide meaningful learning opportunities for the intern(s). We support hybrid internships (e.g. 3 days in the office/on-site programmes and 2 days working from home).

**Q11. How will the internship matching and hiring take place under YCCI?**

- **Publication of Opportunities:** All approved internship opportunities will be published on [YCCI's website](#).
- **Application Process:** Youth applicants will apply for the published internships through the same webpage. Please ensure that selected youth (through school portal) submit their applications via [this link](#) by **31 January 2025**.
- **Notification of Applications:** Host Organisations will be notified of the internship applications by YCS every **Monday** and **Thursday**. Organisations must inform YCS within **1 week** if candidates are shortlisted before proceeding with internal selection/interviews. If Host Organisations do not respond within this timeframe, YCS will assume that the candidates are not shortlisted and will offer them to other Host Organisations for consideration.
- **Candidate Placement Confirmation:** Host Organisations must inform YCS of the selected candidate(s) for placement within **10 working days** of receiving the youth's application forms to proceed with the grant application.

**Q12. When can my organisation start the internship programme? What is the minimum/maximum duration of an internship under YCCI?**

Internships under YCCI Cycle 10 should fall within **17 February 2025 to 30 September 2025**. The minimum duration is five months, while the maximum duration is six months. To fulfil the minimum five-month requirement, internships must commence by **1 April 2025**. Internships can begin only after the Host Organisation has confirmed all selected interns and received final approval from the National Youth Council / Youth Corps Singapore.

**Q13. Can a Host Organisation terminate the internship during the course of the YCCI?**

Host Organisations are strongly encouraged to guide each intern and provide corrective measures to address any performance or behavioural issues to facilitate the completion of the internship. In unforeseen circumstances or if an intern is deemed unsuitable (e.g., unsatisfactory performance, inappropriate behaviour), Host Organisations may terminate the internship on a case-by-case basis, subject to the agreement of the NYC. In such cases, funding for the internship allowance will be provided for the duration of the completed internship, provided that the minimum internship duration is fulfilled.

**Q14. Can an intern terminate the internship during the course of the YCCI?**

All interns are strongly encouraged to complete their internships. Termination of the internship by the intern will only be allowed on a case-by-case basis, subject to the Host Organisation's and Youth Corps Singapore's assessment of the intern's justifications and subsequent approval. In the event of termination, funding for the internship allowance will be provided for the duration of the completed internship, provided that the minimum internship duration is fulfilled.

**Q15. What is the internship allowance rate for YCCI?**

Host Organisations are to provide a monthly internship allowance of **S\$800** per intern, regardless of educational qualifications. YCS will fund 100% of the internship allowance through the National Youth Fund.

**Q16. How is the Grant / monthly internship allowance defined and calculated?**

The allowance is calculated based on each calendar month e.g. 1 March 2025 to 31 March 2025. For each day of absence, a standard fixed rate of **\$27** per day will be deducted to ensure consistency across all Host Organisations. Note that the monthly internship allowance is capped at **\$800** and is not calculated based on \$27 for each fulfilled working day. The YCCI timesheet provided will automatically calculate the final allowance for each month. Please ensure that the total final disbursed amount aligns with the total amount calculated in all timesheets.

**Q17. Will Host Organisations have to make CPF contributions for interns?**

As this is a developmental programme, there is no employment relationship between interns and Host Organisations, and therefore, Host Organisations are not required to make CPF contributions.

**Q18. Will the intern get annual sick and hospitalisation leave?**

No, under YCCI, interns are not entitled to any leave benefits for this developmental programme. The timesheet provided will automatically deduct **S\$27** for each day of absence. However, the organisation may choose to provide this additional benefit under your own expense.

**Q19. What if the intern has travel plans during the internship period?**

If an intern has travel plans during the internship period, they must communicate this to both the Host Organisation and Youth Corps Singapore as soon as possible. Please note:

- Interns are not eligible for paid leave. All leave, including overseas travel, will be considered unpaid.
- If the intern is absent for more than three consecutive days due to travel, they may need to make up for the missed days to fulfil the minimum internship duration of five months/20 weeks.
- Supervisors should have open discussions with interns about their schedules to ensure that time away does not negatively impact their internship experience or programme commitments.
- When traveling, weekends during overseas travel must be marked as "Absent". Even though weekends are typically considered "paid days" under the YCCI programme structure, if the intern is overseas, the weekend allowance is not supported and should be recorded as absent.
- To maximize benefits of the internship for both the youth and the Host Organisation, schedule travel plans outside of the internship period whenever possible. This will help ensure full participation in all required training and activities.

**Q20. How will the funding for the internship allowance be provided?**

Funding Details:

- Each organisation will receive a maximum of \$4,800 in funding per intern.
- Funding will be disbursed in two tranches to Host Organisations.

Disbursement Schedule:

- Up to 70% of \$4,800 will be disbursed approximately four weeks after the receipt of the Letter of Acceptance by the National Youth Council (NYC).
- The remaining allowance will be disbursed on a reimbursement basis, approximately eight weeks after the last clarification from the auditor, once NYC receives:
  - A satisfactory set of internship completion documents for all internships
  - Confirmation of interns' fulfilment of all requirements (as detailed in Q9) during the same cycle, the grant will be revised accordingly.

Important Notes:

- Host Organisations are responsible for ensuring the timely submission of required documents (such as interns' timesheets and post-programme reports) to facilitate prompt disbursements.
- Host Organisations must pay the internship allowance to interns on a monthly basis.

**Q21. Can a Host Organisation hire an intern more than once?**

Each youth is only eligible for one internship funding under YCCI. If the same youth is rehired, it will be at the Host Organisation's own expense.

**Q22. Can a Host Organisation offer a permanent position to an intern after the completion of the internship?**

Yes, if the organisation deems the intern suitable as this is aligned with NYC's interest to increase employment opportunities for eligible youth.

**Q23. Who can I contact if I have more queries on the YCCI?**

For further inquiries, please email [YouthCorps\\_CommunityInternship@nyc.gov.sg](mailto:YouthCorps_CommunityInternship@nyc.gov.sg).