

YOUTH CORPS COMMUNITY INTERNSHIP (Factsheet for Host Organisations) Cycle 5 (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 sectors¹. 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 be able to meet **ALL** of the following criteria:

- a) Registered or incorporated in Singapore;
- b) Be in the community/ social sector, including non-governmental organisations (NGOs), non-profit organisations (NPO), and social enterprises (SEs). Public agencies in the community and social sector are not eligible to apply;
- c) Be secular and non-partisan;
- d) Offer **full-time internship(s)**² from five to six months between **Sep 2023 – Mar 2024**;
- e) Provide clear internship descriptions, learning objectives and outcomes that would provide interns with meaningful learning opportunities and exposure to working in the real world during the internship period; and
- f) Assign a supervisor to offer guidance to the intern(s) during the full course of the internship;

For each cycle, each host organisation is only eligible for funding support of **up to three interns** (*solely Open Run*) or **up to five interns** (*both ITE & Open Run*) under YCCI.

Benefits to Host Organisations

Organisations will be able to recruit students as interns to meet organisational needs, look into business continuity plans and explore new ways to deliver services. Internships are also a good source of potential talent and host organisations can look into converting them into future employees. Under YCCI, host organisations can look forward to the following:

- i) Weekly trainings and programmes by Youth Corps Singapore (YCS) to prepare, equip and expose interns to the community and social sectors; and
- ii) **Funding of S\$800 monthly allowance per intern**, regardless of educational qualifications to cover the internship allowance for newly created internships.

How to Apply

Public application is **open from 11 to 30 Apr 2023** at <https://go.gov.sg/ycci>. All internships must commence by 2 October 2023 for this phase of applications.

¹ Includes the arts, sports, community relations, charities, youth, and social service

² 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).

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

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

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

Q2. Can my organisation apply for YCCI?

Host organisations that meet the following eligibility criteria can apply for the programme:

- a) Registered or incorporated in Singapore;
- b) Be in the community / social sectors, including non-governmental organisations (NGOs), non-profit organisations (NPO), and social enterprises (SEs). Public agencies in the community and social sectors are not eligible to apply;
- c) Be secular and non-partisan;
- d) Offer **full-time internships**³ from five to six months;
- e) Provide clear internship descriptions, learning objectives and outcomes that would provide interns with meaningful learning opportunities and exposure to working in the community and social sector during the internship period; and
- f) Assign a supervisor to offer guidance to the intern(s) for the full course of 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 keen in the community and social sectors and are

- a) currently studying in ITE, Polytechnic, Autonomous Universities, or other educational institutions (e.g. private education institutions and overseas institutions)⁴ or
- b) in the transition phase (e.g. GCE "A" level students or Poly students who have completed their examinations and awaiting to enter the university) – *likely only in the Mar Open Run*

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

Yes. Host organisations can apply for other programmes concurrently, if eligible. However, there should be **no double funding of the allowance** that are already covered by NYC. For example, host organisation cannot tap on other funding for the \$800 allowance that are already covered by NYC. For the avoidance of doubt, Host Organisation should update NYC as and when they obtain external funding for the Programme.

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

Interested organisations are required to complete the application form (via form.sg) detailing the following information at <https://go.gov.sg/ycci>:

- a) Roles and responsibilities of internship opportunity(s);
- b) Duration of internship and daily working hours;
- c) Learning objectives and outcomes;
- d) Qualifying educational requirements/ criteria (competencies/skills required);
- e) Overview of the organisation; and
- f) Organisation bank account details for crediting of internship allowance(s).

³ 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).

⁴ 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.

Q6. What are the type of internship roles acceptable under YCCI?

Interns should be exposed to the beneficiaries/community cause or be directly/indirectly serving the beneficiaries. 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:

- a) Provide a structured **full-time**⁵ internship opportunity(s) with clear internship description(s), learning objectives and outcomes which allow the interns to be exposed to the beneficiaries/community cause or be directly/indirectly serving the beneficiaries;
- b) Conduct internship applications' assessment and selection before contacting the shortlisted youths and **inform Youth Corps Singapore on internship placement confirmation within 10 working days upon receiving Youth application forms**;
- c) 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;
- d) Assign a supervisor to offer guidance to the intern(s) during the course of the internship;
- e) Allow intern(s) to attend mandatory Youth Corps Singapore programmes (*refer to Q9*);
- f) Ensure accountability through endorsement of the intern's timesheet and conduct regular check-ins with the intern;
- g) 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
- h) Draft a testimonial for the intern(s) (when required).

Please note that failure to adhere to the above-mentioned deliverables may result in termination or reduction of the Grant.

Q8. Can the interns work on project basis? e.g. Marketing or event assignments on a need-be basis and interns are not required to work 9-5.

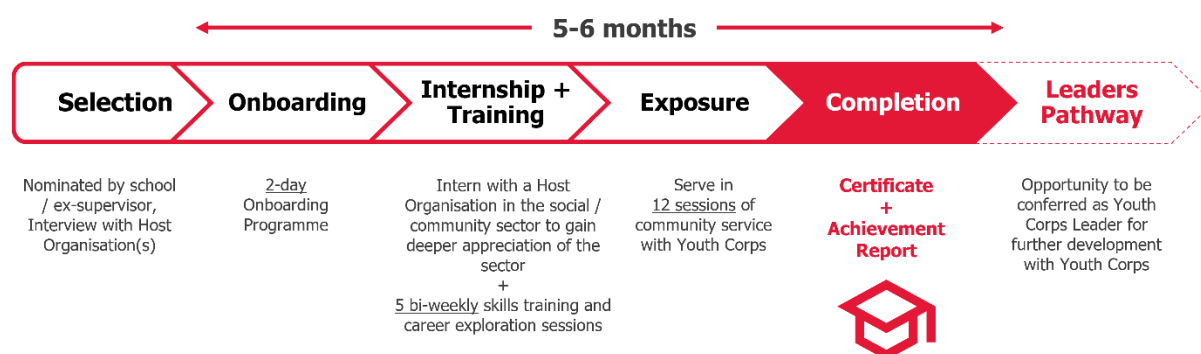
For any avoidance of doubt, Host Organisation should inform and clarify with Youth Corps on *any special arrangement* before offering to the Youth.

⁵ 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).

Q9. What is required of my intern under YCCI?

As YCCI is a developmental programme, each intern is to fulfil the following requirements on top of their full-time internship with a YCCI Host Organisation:

Item	Programme	Required Sessions	Scheduled Day
1	Onboarding Programme	2 full days	Thursday & Friday
2	Skills Training & Career Exploration Programme	4 full days and 2 half days	Friday
3	Community Service	12 sessions (half-day)	Depends on opportunities – <i>Youth can choose from a list of community service opportunities curated by Youth Corps Singapore</i>
4	Celebration Day	1 session (half-day)	Friday



These sessions are curated by Youth Corps to hone the interns' knowledge and skills in the community and social sector and better understand their career aspirations.

Host Organisation and Youth will be informed by YCS on the allocated dates for Items 1, 2 and 4 after confirmation of all internship details. Host Organisation is to avoid any work arrangements for the allocated dates for Youth to attend the sessions. For the community service segment, the interns should discuss with their Host Organisation to deconflict work schedules before signing up.

Q10. Can my organisation provide a virtual internship opportunity?

Yes, as long as the internship(s) still provide meaningful learning opportunities for the intern(s) and able to fulfil the above obligations. However, the intern must be currently physically residing in Singapore as some of the weekly YCS programmes require the physical presence of the interns.

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

- I. All approved internship opportunities will be published on <https://go.gov.sg/ycci>.
- II. Youth will apply for the published internships through the same webpage.
- III. Host Organisations will be notified of the internship applications by YCS and inform YCS within the week if the candidates are shortlisted before proceeding with the internal selection/interview. If the Host Organisation does not respond after a week, YCS will take that the candidate is not shortlisted and will surface to other Host Organisations to consider.
- IV. Host Organisations have to inform YCS of the selected candidate(s) placement **within 10 working days** upon 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 should fall within **28 August 2023 – 31 March 2024** for YCCI Cycle 5 (Open Run). The minimum duration is five months, while the maximum duration is six months. Internships must **commence by 2 October 2023** to fulfil the minimum 5-month period for this phase of application. Internships can commence after the Host Organisation has confirmed all the selected intern(s) and received the final approval from National Youth Council / Youth Corps Singapore.

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

All Host Organisations are strongly encouraged to guide each intern including the provision of corrective measures to address any performance or behavioural issues, to facilitate the completion of the internship. In the event of unforeseen circumstances or should the recruited intern be deemed unsuitable (*e.g. unsatisfactory performance, inappropriate behaviour*) upon joining the organisation, Host Organisations can terminate the internship on a case-by-case basis, subject to NYC's agreement. In the event of termination, funding for the internship allowance will be provided for the duration of the fulfilled internship provided that the minimum internship duration is fulfilled.

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

All youth 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 YCS's assessment of the intern's justifications and YCS's approval. In the event of termination, funding for the internship allowance will be provided for the duration of the fulfilled 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 period of a month is defined as X-mm-yyyy to (X – 1)-mm-yyyy. *For example, an internship from 7 March 2022 to 6 August 2022, the first month is from 7 March 2022 to 6 April 2022, and so forth for subsequent months.* For each day of absence, a standard fixed rate of \$27 per day will be deducted to align the calculation across all host organisations. Note that the monthly internship allowance is not tabulated at \$27 for each fulfilled working day and is capped at \$800. The YCCI timesheet that will be provided is set to auto-tabulate and calculate the final allowance for each month. Please note that the total final disbursed amount should tally with the total amount tabulated for all timesheets.

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

As this is a developmental programme and there is no employment relationship between interns and host organisations, host organisations do not need to pay CPF. Students also fall under the CPF-exempt category.

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

No. Under YCCI, intern(s) are not entitled to any leave benefit for this developmental programme. This is also made known to the interns when they sign up for the programme. The timesheet provided will automatically deduct S\$27 for each day of absence.

However, Host Organisation can provide up to 1 paid day for intern(s) to recover from the side-effects of the COVID vaccination/ booster shot. This will be recorded as a non-working day on the timesheet and Host Organisation should indicate "off in lieu for vaccine" under Remarks. For any intern experiencing a prolonged side effect, they will need to apply for additional leave and S\$27 will be deducted for each day of absence.

In addition, Host Organisation can provide up to 7 off days, with internship allowance provided, to interns to self-isolate and recover from the COVID symptoms. This is in alignment with the national guidelines that the staff has to self-isolate if they are tested positive until Day 7 (if vaccinated) and they should indicate as “Non-Work Day” on the timesheet. For interns that are still tested positive after Day 7, they will need to take leave which will necessitate a deduction of internship allowance under the prevailing YCCI guidelines.

Q19. How will the funding for the internship allowance be provided?

Funding will be disbursed in two tranches to host organisations. Up to 70% of the internship allowance will be disbursed approximately four (4) weeks after the receipt of the Letter of Acceptance by NYC. The remaining allowance will be disbursed on a reimbursement basis approximately within eight (8) weeks from NYC’s receipt of a satisfactory set of internship completion documents for all internships and interns’ fulfilment of all requirements (*refer to Q9*) during the same Cycle. Host Organisations are to ensure timely submission of required documents (*interns’ timesheet, post programme report, etc*) for timely disbursements. Host Organisations are required to pay the internship allowance to interns on a monthly basis.

Q20. Can a Host Organisation hire an intern more than once?

Each youth will only be eligible for one internship funding under the YCCI. For any rehire of the same youth, it will be at the Host Organisation’s own expense.

Q21. Can a Host Organisation offer a permanent position to an intern after the completion of the internship?

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

Q22. Who can I contact if I have more queries on the YCCI?

For further enquiries, you can email YouthCorps_CommunityInternship@nyc.gov.sg.