

# YOUTH CORPS COMMUNITY INTERNSHIP (Factsheet for Host Organisations)

## About the Youth Corps Community Internship

The Ministry of Culture, Community & Youth (MCCY) and the National Youth Council (NYC) will be continuing the Youth Corps Community Internship (YCCI) (*previously known as Youth Corps Internship Scheme*) to provide 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 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)**<sup>2</sup> from five to six months between **7 Mar 2022 – 30 Sep 2022**;
- e) Create new internship opportunities and demonstrate an **increase in** the number of internship opportunities from existing pool of interns;
- f) 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
- g) Assign a supervisor to offer guidance to the intern(s) during the full course of the internship;

Each host organisation is only eligible for funding support of **up to five** interns (including both ITE and Open runs) under the 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 amidst this challenging period. Internships are also a good source of potential talent and host organisations can look into converting them into future employees. Under the YCCI, host organisations can look forward to the following:

- i) Complimentary 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

Application is **open from 1 to 31 Dec 2021** at <https://go.gov.sg/ycci>. All internships must commence by 1 April 2022 for this phase of applications.

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

<sup>2</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).

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

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

The YCCI is a 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 of the scheme 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**<sup>3</sup> from five to six months;
- e) Number of internship positions should be more than what was originally planned for, i.e. organisation will not be able to apply if they have planned for 3 originally and the number remains the same. YCCI is meant to create more internship opportunities for the community and social sectors;
- f) 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
- g) 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 35 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) or
- b) awaiting to enter the university (e.g. GCE "A" level students or Poly students who have completed their examinations)

Considering the internship duration and timeline, majority of the youth for the March Open Run are likely to be Polytechnic students.

### Q4. Does the intern need to be vaccinated before joining us for internship?

No, it is not a requirement for the intern to be vaccinated to participate in Youth Corps Community Internship. If it is a company requirement (e.g. the role requires the intern to be on-site), please feel clarify with student during the company selection phase.

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<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).

**Q5. Can my organisation apply for other schemes that offer government funding for training or work opportunities for youths?**

Yes. Host organisations can apply for other schemes concurrently, if eligible. For example, should host organisations wish to take in fresh graduates for training stints longer than 6 months, host organisations can explore applying for the [SGUnited Traineeship Programme](#).

However, there should be no double funding of the stipends that are already covered by NYC. For example, host organisation cannot tap on other funding for the \$800 stipends 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.

**Q6. 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).

**Q7. What are the obligations of a host organisation?**

A host organisation is required to:

- a) Provide a structured **full-time**<sup>4</sup> internship opportunity(s) with clear internship description(s), learning objectives and outcomes;
- b) Conduct internship applications' assessment and selection before contacting the shortlisted youths **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 weekly trainings and programmes with Youth Corps Singapore;
- 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. What is required of my intern under the YCCI?**

The intern is required to attend mandatory weekly trainings/ programme with YCS during the full course of the internship. Host Organisations will be informed of programme dates prior to the commencement of the internship.

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<sup>4</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).

**Q9. Given the COVID-19 situation, 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.

**Q10. Do organisations apply for the YCCI only when they have found an intern, or should they apply for the YCCI before recruiting the intern?**

Organisations should apply for the YCCI before recruiting interns.

**Q11. How will the internship matching and hiring take place under the 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 NYC and thereafter can process the internship applications based on their own selection and shortlisting processes. Please contact the shortlisted youths within 10 working days upon receiving youth's application forms.
- IV. Host organisations should update YCS of the selected candidate(s) to proceed with the grant application.

**Q12. What is the minimum/ maximum duration of an internship under the YCCI?**

The minimum duration is five months, while the maximum duration is six months. Internships must **commence by 1 April 2022** to fulfil the minimum 5-month period for this phase of application.

**Q13. When can my organisation start the internship programme?**

Internship period is from **7 March 2022 – 30 September 2022** 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.

**Q14. 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.

**Q15. 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 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.

**Q16. Can a host organisation hire a replacement intern should an intern/ the host organisation terminate the internship prematurely?**

Yes, a host organisation can opt to hire a replacement intern as long as the total number of interns hosted by the host organisation under the YCCI does not exceed five. This is to allow more organisations to be able to benefit from the programme. Replacement is also only applicable if the applicant can fulfil the remaining minimum 5-month period and the programme requirements.

**Q17. 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.

**Q18. 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.

**Q19. Will host organisations have to make CPF contributions for interns?**

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

**Q20. Will the intern get annual sick and hospitalisation leave?**

No. Under the 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.

**Q21. How will the funding for the internship allowance be provided?**

Funding will be disbursed in two tranches to host organisations. Up to 80% 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 during the same Round. 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.

**Q22. 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.

**Q23. 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.

**Q24. Who can I contact if I have more queries on the YCCI?**

For further enquiries, you can email [wendy\\_guo@nyc.gov.sg](mailto:wendy_guo@nyc.gov.sg).