

YOUTH CORPS INTERNSHIP SCHEME (Factsheet for Host Organisations)

About the Youth Corps Internship Scheme

The Ministry of Culture, Community & Youth (MCCY) and the National Youth Council (NYC) have launched a Youth Corps Internship Scheme (YCIS) to provide students from Institutes of Higher Learning (IHLs) with more internship opportunities in the community and social sectors¹. The internships will span between three to six months. The objective of the YCIS 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** during this national crisis.

Eligibility Criteria

Host organisations must be able to meet **ALL** of the following criteria:

- a) Host organisations must be registered or incorporated in Singapore;
- b) Host organisations must 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) Host organisations must be secular and non-partisan;
- d) Host organisation must create new internship opportunities and demonstrate an **increase in** the number of internship opportunities from existing pool of interns;
- e) Offer **full-time internships** from three to six months between Mar – Sep 2021;
- 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 qualified supervisor to the intern for the full duration of the internship period;

Each host organisation is only eligible to offer **up to five** internship positions under the YCIS.

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. Under the YCIS, host organisations can look forward to the following:

- i) A complimentary **Virtual Onboarding programme** by Youth Corps Singapore (YCS) to prepare interns for their internship in the community and social sectors; and
- ii) **Funding of \$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 10 to 30 December 2020** at <https://www.youthcorps.sg/en/initiative/#youth-corps-internship-scheme>. All internships must commence by 1 June 2021 for this phase of applications.

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

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

Q1. Who is the organiser/funder of the YCIS?

The YCIS is a scheme introduced by the Ministry of Culture, Community and Youth (MCCY) and National Youth Council (NYC) to support youths looking for internship opportunities in the community and social sectors during COVID-19 period. Funding of the scheme is via the National Youth Fund.

Q2. Can my organisation apply for YCIS?

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

- a) Host organisations must be registered or incorporated in Singapore;
- b) Host organisations must 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) Host organisations must be secular and non-partisan;
- d) Offer **full-time internships** from three 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. YCIS 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 qualified supervisor to the intern for the full duration of the internship period;

Q3. 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.

Q4. 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://www.youthcorps.sg/en/initiative/#youth-corps-internship-scheme>:

- 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).

Q5. What are the obligations of a host organisation?

A host organisation is required to:

- a) Provide a structured full-time 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) Assign a supervisor to offer guidance to the intern during the course of the internship;
- d) Ensure accountability through endorsement of the intern's timesheet and conduct regular check-ins with the intern;
- e) Endorse accomplishment of the interns during internship;
- f) Conduct appraisal feedback session with intern;
- g) Submit post-programme report to NYC;
- h) Allow up to 8 paid working days for interns to attend onboarding programme (2 days), training workshop (1 day) and involvement in community service at Youth Corps Singapore (up to 5 days). These are mandatory; and
- i) Host organisation is to draft a testimonial for the interns (when required).

Q6. What is required of my intern under the YCIS?

Depending on the nature of the application, the intern is required to fulfil the following under the different tracks:

	YCIS	YCIS – Leaders Programme (Immersion)
Nature of Application	Solely for academic internship <i>(i.e to fulfil academic requirements)</i>	Academic / Non-academic internship
Requirements	<ul style="list-style-type: none"> • 2-day Onboarding Programme • 1-day Midpoint Programme • 5-day Community Service with YCS 	<ul style="list-style-type: none"> • 2-day Onboarding Programme • 1-day Midpoint Programme • 5-day Community Service with YCS <p><u>Additional Requirements*</u></p> <ul style="list-style-type: none"> • 2-day Training Programme • 2.5-day Community service with YCS as Volunteer Leader • 1 Red Box Programme <p>Upon completion, intern will be conferred as a Youth Corps Leader.</p>
Remark(s)	<p>Host Organisation is required to avoid work arrangements and provide intern up to <u>8 paid days</u> for attending the above.</p> <p><i>*The additional requirements are mainly on weeknights and weekends. For any intern who misses more than 8 working days for attending the above, they can be marked as absent (i.e non-paid days for the 9th day onwards).</i></p>	

Q7. Given the COVID-19 situation, can my organisation provide a virtual internship opportunity?

Yes, as long as the internships still provide meaningful learning opportunities for the interns and able to fulfil the above obligations.

Q8. Do organisations apply for the YCIS only when they have found an intern, or should they apply for the YCIS before recruiting the intern?

Organisations should apply for the YCIS before recruiting interns.

Q9. How will the internship matching and hiring take place under the YCIS?

All internship opportunities will be uploaded on <https://www.youthcorps.sg/en/initiative/#youth-corps-internship-scheme>. Youths will apply for the internships offered by host organisations through the same webpage. 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.

Q10. What is the minimum/ maximum duration of an internship under the YCIS?

The minimum duration is three months, while the maximum duration is six months. Internships must **commence by 1 June 2021** to fulfil the minimum 3-month period for this phase of application.

Q11. When can my organisation start the internship programme?

Internship period is from Mar – Sep 2021 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.

Q12. Can a host organisation terminate the internship during the course of the YCIS?

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.

Q13. Can an intern terminate the internship during the course of the YCIS?

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.

Q14. 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 YCIS does not exceed five. This is to allow more organisations to be able to benefit from the scheme.

Q15. What is the internship allowance rate for YCIS?

Host organisations are to provide a monthly internship allowance of **\$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 15 March 2021 to 30 June 2021, the first month is from 15 March 2021 to 14 April 2021, 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 YCIS timesheet that will be provided is set to auto-tabulate and calculate the final allowance for each month.

Q17. 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.

Q18. 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 within the first month of internship. 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. 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.

Q19. Can a host organisation hire an intern more than once?

Each youth will only be eligible for one internship funding under the YCIS. For any rehire of the same youth, it will be at the host organisation's own expense.

Q20. 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 youths.

Q21. Who can I contact if I have more queries on the YCIS?

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