

## **SAFMA Internship Guidelines for membership organisations**

SAFMA will not be involved in the recruitment process at all and takes no responsibility therefore. Organisations employing interns are required develop a comprehensive programme and both employers and interns are required feedback to SAFMA at their end of the internship term.

It is suggested that the internship lasts at least 6 months but preferably 2 years and that a stipend of no less than the intended South African minimum wage plus 25% is paid to the intern monthly.

We suggest the employer organisations incorporate the following elements into an internship programme:

### **1. Application Process**

The application process should be the same or similar to that used for new employees an include an interview process, letter of confirmation, etc

### **2. Compensation Package**

A stipend of no less than the current minimum wage plus 25% should be offered per intern per month. Other benefits such as leave pay, sick leave etc should be as per the Basic Conditions of Employment Act.

### **3. Job Description**

Every intern should receive a job description outlining responsibilities and employee goals for the position. Interns should be treated like all other employees and held accountable for the job they are being brought on to do.

### **4. Orientation Process**

Like new employees, interns should go through a formal employee orientation process. Interns need to know the same information that employees do and should be held to the same standards, policies and procedures as other workers. Putting interns through a formal orientation process helps prepare them for the culture and work environment.

### **5. Management of Intern**

It is important to assign a manager to the intern. Someone should be responsible to make sure the intern has the tools they need to do their job and to manage the performance of the intern. It is the manager's responsibility to ensure that the intern understands how the organisation communicates expectations, holds employees accountable and achieves business goals.

## **6. Performance Appraisal**

Interns should go through a formal performance appraisal process. This should be done to assess the intern's progress toward stated goals at the beginning of the internship.

Providing interns with real work is number one to ensuring your programme's success. Interns should be doing work related to their major, that is challenging, that is recognized by the organisation as valuable, and that fills the entire work term.

## **7. Exit Interview**

It is important to do exit interviews with interns to gain their perspective on the programme. Soliciting their honest feedback can provide valuable feedback that can be incorporated into improvements to the programme.

Students mention flexi-time as one of their most-desired features in a job. A flexible time schedule during their internship eases their transition to the workplace and gives them time to dedicate to their studies.

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