

Internship Policy

Reviewed January 2017

1. Statement of Intent

URBED receive a high number of applications for internships and work experience each year. This policy sets out the principles of the URBED internship scheme, the eligibility requirements for candidates, and our approach to assessing applications. This is to make sure the process is fair for all those who apply, is compliant with the our legal and taxation responsibilities, and can be properly resourced by the URBED.

URBED believe that internships should be accessible, should be awarded on a fair basis rather than being reliant on personal contacts, and should not be economically exploitative.

URBED believe that properly structured and resourced internships are a positive contribution to our industry and those within it. They help to develop the skills and understanding of new urbanists, giving them access to experience that would otherwise not be possible, with the hope that these interns go on to contribute to the profession.

2. Aims of the Internship

The aims of URBED's internship scheme are:

- To provide support to students or graduates who wish to undertake practical experience and develop their professional career via a structured work experience placement.
- To contribute to the wider body of research on urban design and sustainable development, through individual independent studies developed by interns.

3. Internship eligibility

An internship is a work experience placement, of limited duration, intended to support someone to develop their professional skills. It is not a source of cheap labour, and it is not a job or a promise of a future job. Internships are not paid positions, and interns are not employees or workers. URBED's contribution to the internship is the dedication of time and resources to support the intern in their professional development.

Whilst interns may work on live projects, they are primarily at URBED to learn. They do not have the same responsibilities as employees.

Prospective interns must fall within one of the categories below¹:

- Students working or carrying out work-shadowing as a required part of a UK-based further or higher education course, with a placement duration of less than one year.
- Participants in EU Lifelong Learning Programmes such as Leonardo da Vinci, European Community Youth in Action, Erasmus or Comenius, with a placement of 3 – 6 months duration.
- Students undertaking work experience or work shadowing who are of compulsory school age, with a placement of one or two weeks.
- Participants in structured university-based schemes or programmes to provide work based training or work shadowing for students and graduates.
- Post-graduate research students who wish to access URBED's facilities to support their studies, for whom the work of URBED is relevant to their research, and where it is not possible for them to access available information through existing published resources.

URBED recognise that not all of those who would like to take up an internship at URBED will fall within the above criteria. Our response to this is as follows:

- If we were to offer unstructured internships, not associated with a structured course of education, or EU or other work-based training schemes, with their associated funding, it would unfairly exclude those who do not have other forms of financial support and preference those with families wealthy enough to support them in undertaking unpaid work.
- URBED have a long track record in employing recent graduates and helping them to develop their career. If an opportunity arises, we will take a suitable candidate on as an employee – either temporary or permanent - and pay them a reasonable salary, in accordance with our agreed salary structure.
- A reliance on unpaid internships to service fee-earning work is exploitative of the individuals involved, and also damaging to business models and fee levels within our industry. We believe that if we expect to be paid for providing a professional service, we should expect the same for the individuals carrying out the work. We will act in accordance with these beliefs.

4. Candidate Selection Criteria.

Our internships are primarily for those who wish to take part in a structured placement scheme as part of their formal education, or those who have an interest in a field of research relevant to the work of URBED. Candidates may either approach URBED with a speculative enquiry, or apply through a structured scheme administered by a university or other educational institution:

- In the case of speculative enquiries, URBED will keep applications on file. The Personnel Group will review these periodically and when an internship opportunity arises.
- In the case of administered schemes we will shortlist candidates based on CV and portfolio, and award the placement after interviewing a small number to assess their

¹ <http://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships#what-counts-as-an-internship>

suitability. If there is only one candidate for a structured scheme, we will interview them to assess suitability before agreeing to award the internship.

Candidates who wish to be considered for an internship should:

1. Submit their CV and, where relevant, their portfolio for consideration to the Personnel Group.
2. If not applying through a university or similarly administered scheme, provide written evidence of their participation in a programme of further or higher education or postgraduate research, or the scheme under which you propose to undertake the internship.
3. Demonstrate an interest in and awareness of URBED's work.
4. If applicable, provide details of the criteria of the placement scheme they intend to take part in, and what is required of URBED as part of this.
5. Provide details of any study or research they wish to complete, or are required to complete by their educational institution, as part of the internship.
6. Attend an interview, either in person or over video conferencing link, to determine suitability. (Shortlisted candidates only)

All candidates should accept that URBED's choice of candidate for internship is final.

5. Internship Availability

As a small office, URBED can only accommodate two or three internships each year, with minimal overlap between placements. Exact arrangements will depend on the length of the internships requested and those already offered, availability of staff to provide supervision and mentoring, and availability of I.T. and other office resources. The decision as to whether to provide a placement, and the timing of any placement, is entirely at the discretion of URBED.

6. Intern's Responsibilities

Successful candidates will:

- Comply with all health and safety requirements both within the office and on visits to other premises and sites (see our Health and Safety Policy and Fire Policies for further details).
- Be able to carry out the placement for a duration and for the working hours agreed by the cooperative.
- Where agreed, take part in live projects, attend site visits and consultations and contribute to research projects.
- Take responsibility for the completion of any independent study or research required as part of the placement by your funder or educational institution.
- Subscribe to the accepted routines and standards of URBED, in terms of punctuality, regular and consistent hours of attendance, dress code, respect for others. (See the relevant policies on our shared server for further information)
- Notify the Personnel Group well in advance of proposed days off; notify the practice in the event of illness or accident.

- Without stating a reason, have the facility to terminate their relationship with URBED at 14 days notice.
- Not at any time use or divulge any confidential information, the details of which are not in the public domain that has come to your knowledge during your placement.
- Provide receipts for any out of pocket expenses such as local travel costs to and from work using public transport, if you require these to be reimbursed.

7. URBED's Responsibilities

During the placement URBED will:

- Provide the intern with a short written agreement, setting out the purpose of the internship, any learning objectives, and the obligations of both parties.
- Provide the intern with an introduction to the cooperative, and details of policies and procedures of which they need to be aware through an induction process.
- By agreement, provide the intern the opportunity to gain experience working on a variety of projects.
- By agreement, offer the intern professional mentoring and consultation.
- By agreement, offer the intern the opportunity to shadow practice projects.
- By agreement, permit access to URBED's facilities, libraries and archives.
- Invite the intern to attend Coop management meetings and gain an understanding of how the business operates.
- Invite the intern to participate in any scheduled office based CPD events.
- Where appropriate, publish the credited research in Urban Scrawl, on our website or in a relevant publication.
- Without stating a reason, have the facility to terminate their relationship with the intern at 14 days notice.
- Make the intern aware of any confidentiality requirements in relation to projects and the business.
- Pay all reasonable out of pocket expenses, at the discretion of the cooperative, for example for local travel to and from work by public transport.
- Provide a reference letter at the end of the placement.

8. Monitoring and Review:

URBED review our policies annually and as issues are brought to our attention, to take account of new best practice and changes to legislation.

**Signed by Director: John Sampson
Director**



Dated: 19.01.2017
Agreed by 09.03.2017
Directors: