

Internship, Apprenticeship, RAWE and Volunteer Policy

1. Purpose

This policy sets out CVRUK approach to engaging people to undertake a variety of work experience opportunities, including Internships¹, Apprenticeship², Rural Area Work Experience (RAWE)³ and Volunteering⁴. The policy covers arrangements where the individual undertakes work for the benefit of the organisation and "work shadowing"⁵, where the individual does not perform any work for the benefit of the organisation.

The purpose of this policy is to ensure that:

- Pursuant to UGC' recent directives to make internship mandatory for all Bachelor' program in all discipline, CVRUK has internship policy in place and aspires to mainstream it in its program design, curricula, and academic framework;
- The differences between internships, work experience and volunteering opportunities are clear
- That CVRUK adheres to its statutes, ordinances, and NEP guidelines
- Internship, rural area work experience, placement and volunteering opportunities are managed appropriately and in line with best practice

2. Scope

The policy intent to imbibe the culture of developing professionals with competencies and skills – sets, mind – sets, heart – sets, health – sets among the students who want to gain experience in the workplace for career development purposes or those who wish to perform voluntary activity for charitable reasons. The scope of the policy expands to all undergraduate, postgraduate programs in all constituent schools of the CVRUK.

3. Definitions

Type of Arrangement	Definition	Remarks
Internship	An internship should be for the education and / or career development of the intern and must meet the following requirements:	Interns will not be paid. This will in line with the CVRUK Internship policy, unless otherwise, the cost is covered under schemes

¹ A professional learning experience that offers meaningful, practical work experience related to the field of study for a student;

² Learning a job or work under someone who is experienced in handling that job;

³ The mandatory practical training as per the ICAR' 5th Dean Committee;

⁴ A wilful action to contribute for the general good of the community without expecting any remunerations;

⁵ Spending time with someone who is doing the actual work to understand and learn the nuances of doing a job efficiently;

Type of Arrangement	Definition	Remarks
	<ul style="list-style-type: none"> • Interns should be offered meaningful work that will benefit them and their concern school / institute / department / faculty. • Internships must not be used to cover substantive work. For example, if the role would otherwise be covered by an employee the post should be recruited to in line with CVRUK Recruitment, Reward, Retention and Retrenchment Policy. <p>NB: If a work experience description is also met, the faculty concern may choose which arrangement to apply.</p>	<p>like NEEM⁶ and NAPS⁷ or offered by any external agency with a prior approval and mutual consent.</p> <p>The internship duration would be criticized as per the scheme and credit load.</p>
Rural Area Work Experience	<p>The rural area work experience agreement can only be used for:</p> <ul style="list-style-type: none"> • Students pursuing Bachelors of Agriculture Science (4YDC) as per the ICAR' 5th Dean Committee recommendation, the RAWE would be mandatory for becoming eligible for the award of the degree. • Students who are in the 7th semester of their 4 YDC shall have to undergo mandatory one semester not less than 138 days of rural area work experience. 	<p>Student shall have agreed to pay their lodging, boarding, and travelling expenses, reasonable other 'out of pocket' expenses.</p>
Volunteer	<p>Occasionally people volunteer to do unpaid work, which may be for a variety of reasons. They:</p>	<p>It would be a voluntary work, the National Service Scheme, NCC or any other such initiative where any such voluntary work</p>

⁶ National Employability Enhancement Mission – a GOI Mission to standardize and promote the culture of evolving an appropriate paradigm to enhance employability of the students pursuing the degree programs;

⁷ National Apprenticeship Promotion Scheme

Type of Arrangement	Definition	Remarks
	<ul style="list-style-type: none"> Will have an arrangement with CVRUK which does not entitle them to a financial reward or benefit in kind for work they perform under the arrangement <p>NB: If a volunteering opportunity is advertised it should not be described as an internship.</p>	provides the learning opportunity.

4. Policy

Purpose of internships / apprenticeship / volunteering

Internships are educational and career developmental opportunities providing practical experience in a field or discipline. They are structured, short – term, supervised placements often focused around tasks or projects with defined timescales. The work should be meaningful and must be mutually beneficial for the intern and the department; therefore, it is important to consider the type of work the students undertake.

Purpose of work experience

CVRUK aspires to develop future ready/ job ready professionals and hence facilitates students developing or honing the skills and attitudes needed to succeed in the workplace. This is imbibed and consistent with CVRUK’ professional development policy, encouraging and sensitizing the social engagement and evolve Participatory Action Research (PAR) and Participatory Technology Development paradigm. Rural Area Work Experience is mandatory as per the 5th Dean Committee of ICAR and all students shall have to follow the as per CVRUK plan. CVRUK supports and encourages its students to undertake a work experience placement through the procedure outlined; it mandatory for courses / programs like B. Sc. (Ag) the RAWES and READY. The students opting for the apprenticeship – based degree programs *e.g.*, B.A., B. Com. or any such program shall be covered under NEEM and NAPS. The B. Voc. Program shall follow the general guidelines as directed by the Directorate of Vocational Education, CVRUK.

Purpose of volunteering

Students may have various motivations to volunteer at CVRUK, such as philanthropy, personal or career development. Students may volunteer to do work so that they can gain experience in the workplace. However, for simplicity, if they meet the volunteer definition but not the work experience definition then the volunteer agreement should be used. The work should be part-time or short-term in nature.

Key principles

Access to Internal Security (IS) Systems

CVRUK recognizes the security concerns of the organizations offering the internship, proprietary issues, human safety issues, physical and other safety issues and if the nature of the work requires access to IS systems, an intern or volunteer may be given a temporary visitor IS account. Access to IS systems will not normally be granted as a matter of course to work placement students due to the administrative burden and risks involved. If, however, the nature of the work requires systems access, the work experience student may be given a temporary visitor IS account.

Access to Library Services

If the nature of the work requires access to library services facilities, an intern, volunteer, or work placement student may be given a temporary visitor library account. A library account can be arranged through the appropriate categories on the CVRUK Library Services System. Please note that such visitors must follow the CVRUK Library Regulations.

Confidentiality

Anyone with access to confidential information or data must be informed, by their supervisor, of their responsibilities to maintain that confidentiality. The school / department / institute / faculty must also meet their responsibilities for workers and volunteers personal data, which is covered by the Data Protection Policy by keeping personal details secure and destroying them no longer than 12 months after the work ceases. All students opting for the internship must fill under write a written commitment to abide to the policy of confidentiality of the organization, institution, company they are visiting, they must be apprised well in advance by the concern chair about the confidentiality and implications of breach on both the students and CVRUK, the confidentiality clause applies to students who are being offered and internship by any constituent school of CVRUK.

Health and safety

A health and safety risk assessment must be undertaken before commencing work, which should identify measures to be taken to control or eliminate risks. A health and safety induction should be conducted by the concern Safety Representative on their first day and be recorded on the Safety Induction Checklist. Students and their supervisors familiarize themselves with the restrictions on activities they can undertake and work experience rules, as outlined in the Safety Services Guidance on students.

Induction

The supervisor is responsible for providing an induction, including relevant information about the department, an explanation of the project/tasks and timescales for completion. Inductions will also need to address practical issues including; health and safety, confidentiality, access to IS systems and working with children (where the intern/volunteer has access to children).

Public liability

CVRUK's public liability insurance policy covers those conducting internships or voluntary work (including unpaid work experience). If the individual is registered via the CVRUK visitor system they may not be automatically be covered by CVRUK's insurance. If they are not registered via the visitor system, the host department must forward the name, duration of the work and brief description of the duties to the concern.

Supervision

The host institution / department must nominate a supervisor who should maintain regular contact, give necessary support, and provide regular feedback on performance.

Reference

Upon completion of the internship (or voluntary work if requested), the supervisor should meet with the intern to conduct a final review of performance and to obtain the interns' views on the placement. A reference letter should be provided to the intern summarising the purpose of the internship, the work completed and the skills developed.

Respect

In accordance with CVRUK's commitment to fairness and equality, employees, interns, volunteers, and students will respect each other and maintain an environment free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

5. Procedures

Internship commencement:

Internship opportunities should be publicised to enable fair and equal access to all candidates. The opportunities should be mandatorily placed on CVRUK website, school notice circulation, student groups, general circulation, and notice board; the internship project and duties, skills required, start date, duration, weekly hours, and location must be notified well in advance. Interns should be selected based on their skills to perform the project and may be interviewed, if necessary. The commencement of internship must not be discriminatory and interns should be made aware of professionalism and the same duty of care as members of CVRUK staff. Interns are subject to right to work checks, which should be completed by host institution and their respective administration and safety officer before the intern does any work.

At the start of the internship, the supervisor and the intern should agree the expected duties the intern will perform and the learning outcomes they should achieve. Students that require permission may be able to be sponsored for their internship under authorised procedure, if the following criteria are met:

- The work experience is supernumerary and involves taking part in a research or field work project
- The student internships have no payment binding conditions;

Voluntary work

Voluntary work can be arranged on an *ad hoc* basis or as per any advertised option available. If any student opting voluntary action, have any concerns that the voluntary work does not meet the definition above please discuss the arrangement with concern Chair of the School and TPO. If a volunteer will be involved in regulated activity, they should have a disclosure and arring check before they perform that activity.

Volunteers are not subject to right-to-work checks however voluntary workers are subject to these checks. The differences between the two can be quite complex. Therefore, to avoid the risk of a civil penalty, departments should confirm that volunteers are eligible to volunteer. Certain visas, such as visitor visas specifically prevent people that hold them from volunteering.

6. Monitoring and review

The Internship Policy team will continue to monitor the Internships, Work Experience and Volunteering Policy.