

INTERNSHIP GUIDE



THE SCHOOL
FOR CREATIVE
SPATIAL
PROFESSIONALS
2018-2019

INTRODUCTION

Internships are an essential part of our students' education. They are a first introduction to practical experience, not only in relation to their chosen profession, but also to everyday operations in a company.

We frequently notice that students make excellent progress during their internships. The building blocks and pieces of the puzzle they have picked up at Nimeto all fall into place. This applies to professional knowledge and experience as well as to their development on a personal level. This is why we highly appreciate that you, our internship companies and practical supervisors, are willing to offer our students an opportunity to do an internship.

In order to make an internship successful various topics are important, such as the preparations for the internship, and administrative affairs and regulations. But the supervision and assessment, where practical supervisors play an important role, are especially important.

With this internship guide we would like to inform you about the different aspects involved. The guide also contains information about what you can expect from Nimeto and from the student and what we expect from you and your organization.

I would like to thank you again for your efforts and for giving Nimeto students an opportunity to do an internship. And I would especially like to thank you for your contribution to the education of future professionals.

Kind regards,

Henk Vermeulen
Chairman of the Executive Board of Nimeto Utrecht



Internships are successful when the student, company and school are truly working together

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A young woman with dark, curly hair is focused on her work in a workshop. She is wearing a light pink V-neck sweater and is using a blue tool to work on a small object. The background is a green wall with various posters and a red hairdryer hanging on the wall. The overall atmosphere is creative and hands-on.

NIMETO UTRECHT THE SCHOOL

**THE SCHOOL
FOR CREATIVE AND
ENTREPRENEURIAL
VOCATIONAL
COURSES**

1 Nimeto Utrecht – the school

- 1.1 Courses
- 1.2 Vocational education
- 1.3 Qualifications framework
- 1.4 Learning phases
- 1.5 Development
- 1.6 Internship objectives

The school for creative and
entrepreneurial vocational
courses.



1.1 Courses

Nimeto Utrecht is a small-scale, independent and professional trade school. It offers ten fulltime commercial/technical creative courses as part of the school-based pathway (BOL: day education) at level 2, level 3 and level 4.

Furthermore, Nimeto also offers five courses as part of the job-based pathway (BBL: working 4 days a week, attending school 1 day a week) at levels 3 and 4.

| Level | Courses | Pathway |
|---------|--|---------|
| Level 4 | Styling, Interior and Design | BOL |
| | Specialist in Restoration and Decoration | BOL |
| | Media en Communication | BOL |
| | Signmaking en Wayfinding | BOL |
| | Project Manager Real Estate Maintenance | BOL/BBL |
| | Entrepreneur | BBL |
| | Foreman | BBL |
| Level 3 | Apprentice House Painter | BOL |
| | All-round Stand and Set Builder | BBL |
| | All-round Sign Maker | BBL |
| Level 2 | Styling and Presentation | BOL |
| | Stand and Set Builder | BOL |
| | Assistant Sign Maker | BOL |
| | Assistant House Painter | BOL |

1.2 Vocational education

Students are trained to function independently and satisfactorily in their chosen profession and in their further education. The communicative, functional and commercial content of the courses as well as the student's knowledge, skills, professional attitude and creative ability are essential. Through practice-oriented assignments and projects based on practical experience, theory is put into practice. The students also receive theoretical instruction, are trained in skills and have to follow classes in Dutch, math and English in order to meet national mbo-standards in these subjects. A good professional attitude is essential for working in a professional capacity and this therefore occupies an important place in our education.

During the internship period, the students will implement the knowledge and skills they learned in school in a practical setting. The professional attitude they have developed at school on the basis of the feedback they receive. Based on their practical experience, the students will describe what they have learned and how they would like to continue their development at school. All these things are recorded in their Personal Development Plan (POP) or internship report.

1.3 Qualifications framework

Through national consultations with representatives from the business community, a professional qualifications framework has been developed based on professional competency profiles (BCPs). This framework forms the intrinsic basis for the education we offer. For each course, the framework mentions a number of core tasks that are further divided into work processes and describes the content and criteria for each work process. The assessment criteria that also apply to the internship are based on this.

1.4 Learning Phases

1.4.1 General

Our courses are divided into learning phases. During each learning phase the students work on assignments or projects and are also offered a variety of different subjects. Each learning phase has its own objectives.

1.4.2 Level 2 courses

The level 2 courses take two years and consist of two learning phases:

Learning Phase 1:

Learning phase 1 is the development phase and prepares the students for an internship and the exams.

The internship takes place exclusively in the second grade, with the exception of House Painting.

Learning Phase 2:

Learning phase 2 is the graduation phase. It has a stronger focus on practical experience, also with regard to school assignments. Students of the Assistant House Painter course will do an internship of about 10 weeks during this phase. Students of the Stand and Set Builder, Styling and Presentation and Assistant Sign Maker courses will do an internship of about 20 weeks during the second learning phase.

1.4.3 Level 3 courses

The one-year level 3 courses consist of:

Learning Phase 3:

Learning phase 3 is a postgraduate year following the level 2 courses, characterized by a higher level of independence, responsibility and communication. Assistant House Painter level 3 is a BOL course, There are level 3 courses for Stand and Set Builder 3, Assistant House Painter and Assistant Sign 3 are BBL courses. The school year will be concluded with an internship of about 10 weeks.



1.4.4 Level 4 courses

The three and four-year level 4 courses consist of:

Learning Phase 1

Learning phase 1 is aimed at determining whether the student is suitable for the profession. Students who have successfully completed this phase will also have the competence to complete the entire course successfully.

Learning Phase 2

Learning phase Grade 2 is aimed at preparing the students for an internship of about 20 weeks and the students will do the internship. At the end of grade 2 students of the Interior Restoration and Real Estate courses will choose their major. the first internship period.

Learning Phase 3

Learning phase Grade 3 prepares students of Interior Design for choosing their major. Halfway through grade 3, the students will choose their specialization. consists of an internship period and the exams. This second internship period is part of the exams period and a condition for participating

Learning Phase 4:

Learning phase 4 focuses on exams in the chosen major. As part of their major they will also do an internship of about 20 weeks which, in turn, is part of the graduation phase.

1.5 Internship

1.5.1 Students

Internships are done in various grades. The objectives of every internship are:

- testing and implementing knowledge and skills;
- learning and applying new techniques and procedures;

Only in the reality of everyday practice will the students get an insight into the daily routine in a company. In this way they are able to familiarize themselves with the labor market. During their internships the students discuss their progress with their supervisors and record this information in their Personal Development Plan or internship report.

1.5.2 School

For Nimeto Utrecht an internship is an excellent way to stay informed about market developments. Nimeto Utrecht's internship supervisors bring their own experiences and insights to the school and use these to adjust and update the educational program.


1.5.3 Companies

By offering internships, companies make an efficient contribution to the education of future employees and can get acquainted with potential young staff members and their training. In practice, many students return to the company they interned for, but now as new staff members.

1.6 Graduation phase

The first learning phase of every course is rounded off by an exam. In order to pass the internship and thus be eligible for graduation, the quality (and quantity) of the internship has to be sufficient. The students will keep all (evidence of) school results in an exam file.





INTERNSHIP PREPARATION

LEARNING FROM
PRACTICAL
EXPERIENCE,
AS IN THE
FUTURE

2 Internship preparation

- 2.1 Preparation steps
- 2.2 Informing the students
- 2.3 Finding an internship
- 2.4 Applying for a position
- 2.5 Placement

2.1 Preparation steps

The internship preparation consists of the following steps/procedure:

1. Informing the students
2. Finding an internship
3. Applying for a position

2.2 Informing the students

Informing the students is the first step towards doing an internship. We inform them about the internship targets within the framework of their own vocational course and about the companies they might do an internship in. We also advise them about the procedures they have to follow, including about how to apply for a position. The students will receive special training for this.

Former interns, former students and teachers will tell the future interns about their experiences and about the companies they did an internship in themselves. Students can find additional information about companies offering internships on the website www.stagemarkt.nl. This site features company presentations, allowing the students to find out exactly what the possibilities are within the companies they are interested in.

2.3 Finding an internship

The students will be given time to search for a company where they can do their internship. In case they have not succeeded in finding an internship after this period, the business coordinator will join the student in his or her search for a suitable internship address.

Based on the student's wishes and the availability of internship addresses, the business relations office will place the students. The internship supervisors are familiar with both the companies and the

students. In this way, we aim to realize the best possible match. The most important criterion for finding a suitable internship address is whether the internship company is compatible with the contents of the course. Students are not allowed to do an internship with a company that is either owned by, or employs their relatives. The business relations office has the final say regarding the desired internship address.

2.4 Applying for a position

Every student has to start with acquainting themselves with the company by, for instance, looking for information on its website and talking to former interns of the company.

Subsequently, the students will contact the internship company by telephone or e-mail to make an appointment for an interview. Usually the outcome of the interview will be favorable after which the student can start the internship. It might, however, occur that a company does not agree to the placement. In this event, the company will inform both the student and the business relations office.

2.5 Placement

Once the students and the company have reached a mutual agreement, the student will notify the Business Relations Office of this by means of a placement form. In case it concerns a new company, the business coordinator will subsequently contact the internship company in order to exchange information after which a legal accreditation procedure will follow.



ADMINISTRATIVE AFFAIRS AND REGULATIONS

**EDUCATING
AN INTERN
TO BECOME A
FULLY-FLEDGED
COLLEAGUE**

WETGEVING,
Makelaardij,
Taxatie en
Vastgoed

3 Administrative affairs and regulations

- 3.1 Accreditation
- 3.2 Internship contract
- 3.3 Duration of the internship
- 3.4 Working hours
- 3.5 Compensation
- 3.6 Insurance
- 3.7 Absence
- 3.8 Vacation and leave
- 3.9 Rules of conduct
- 3.10 Complaints

3.1 Accreditation

Nimeto Utrecht and the Cooperative Organization for Vocational Education and the Labor Market (SSB) are jointly responsible for an adequate number of eligible internship companies. SBB is legally charged with finding and accrediting companies. To this end, SBB checks whether the companies are able to offer interns enough possibilities as well as a standard of supervision that meets minimum requirements. If the quality and trust are sufficient, the company is formally acknowledged as an internship company for the relevant vocational course. After accreditation a description of the company is featured on the site www.stagemarkt.nl.

Internships at the companies featured on this website are not only open to Nimeto Utrecht, but also to students from other schools. Nimeto Utrecht aims to forge solid relationships to ensure the continuity and quality of internship supervision. In case of mutual satisfaction, we will ask companies to primarily take on Nimeto Utrecht interns.

3.2 Internship contract

If, after the interview, all parties involved have come to an agreement, the business relations office draws up an internship or practical contract (POK) between the student, the company and Nimeto Utrecht. This contract includes details with regard to:

- internship duration, for example from 23 January until 29 June;
- duration of the internship in hours, for instance 800 hours;
- content, which is linked to the relevant vocational course;
- assessment, making clear that this will take place in close consultation;
- supervision by the internship company (name practical supervisor);
- supervision by Nimeto Utrecht (name internship supervisor);
- compensation paid to the student by the internship company;
- insurance of the student by Nimeto Utrecht;
- rules of conduct, specifying that the rules and regulations of the internship company should be observed by the student.

All three parties will sign the practical contract and receive a copy. The practical contract constitutes a legal obligation and is therefore an official document. Nimeto Utrecht will use it to establish the fact that the student has done an internship as part of their course.

3.3 Duration of the internship

Nimeto Utrecht determines the dates on which the internship commences and ends. Depending on the course and learning phase, the internship will last 10 to 20 weeks. On average, students work 36 hours per week. The exact duration and the number of contractual hours are stated in the practical contract (POK).

Working days are:

- days on which, according to the internship company, the intern has worked and that are mentioned on the time registration form to be signed by the practical supervisor;
- days spent on seminars or workshops the company may have organized and/or on trips to, for instance, trade fairs;
- follow-up days organized by Nimeto Utrecht.

Non-working days are:

- days on which the student is absent;
- days for which no time registration form has been submitted;
- special holidays;
- days on which the student is absent because of illness or other circumstances;
- days off.

In case the student has not worked enough days, the internship may be extended until after its end date in order to meet the requirements. The student, the company and Nimeto Utrecht will establish guidelines. The reverse, a student working overtime, is also possible. Guidelines will also be established for these instances.

3.4 Working Hours

The working hours are not set out in the practical contract as these differ for each company and might even vary from day to day in some companies. During the internship the student will, of course, observe the internship company's working hours. Within the relevant legal framework, the internship company is allowed to ask the students to work overtime. The responsibility for this lies with the internship company.

3.5 Compensation

3.5.1 Compensation paid by the company

The practical contract is **not** an employment contract. Any possible compensation for the internship is meant to be a contribution towards the student's additional costs and as pocket money. Some of the students may have to temporarily resign from their side jobs in order to meet the internship requirements. The compensation is not linked to the activities that the student has to engage in as part of the internship.

Nimeto Utrecht advises compensation of €250.00 per calendar month. This amount is based on the average compensation our students receive in the various fields of business and is deemed a reasonable amount to compensate for possible travel and other expenses. Nimeto Utrecht

stresses the importance of adhering to this compensation guideline. Any negotiations between the student and the internship company about the compensation amount are undesirable. In general, the internship compensation is indeed a form of compensation and therefore taxed. Any additional information about compensation will be sent to you with the practical contract. The majority of students receive some kind of internship compensation.

3.5.2. Student finance

At the beginning of the internship, many students are 18 years of age or older and are therefore receiving student finance. During the internship, student finance will continue as the internship is part of their course. Nimeto expects its students to be informed about the legislation regarding student finance, also when combined with any internship compensation. Students may contact Nimeto's student counsellor if they have any questions on this subject.

Students under the age of 18 will not receive student finance. Students over the age of 18 are obliged to pay a tuition fee. The internship is a compulsory part of the educational program and therefore the student will also be obliged to pay a tuition fee during the internship period.



3.6 Insurance

3.6.1 Collective accident insurance

Nimeto has taken out a collective accident insurance policy for its students. It covers them during school activities, including the direct journey from their homes to school and vice versa, using the shortest way possible and during a maximum period of 1 hour from their point of departure. An internship is also considered to be a school activity.

The collective accident insurance policy consists of:

- coverage in case of death as the result of an accident;
- coverage in case of complete and permanent disability as the result of an accident;
- coverage of medical and/or dental treatments needed after an accident (this concerns so-called secondary coverage, entailing that the student must first claim the expenses of the medical and/or dental treatments necessary after an accident on their own health insurance).

3.6.2 Internship company and liability

In principle, the internship company is liable for the intern's behavior for the duration of the internship, during the intern's working hours. The same liability conditions that apply to temporary staff and the company's own (permanent) employees also apply to their interns. Interns fall under the company's liability insurance policy (AVB).

3.6.3 Liability insurance and the school

The school also has a liability insurance policy (AVB) to cover damage that the school may be held accountable for in connection with the behavior of its employees. For damage in connection with the student's school activities, for which the school may be held accountable, this policy may, in principle, also apply, but only in the form of secondary coverage. This means that the student's own insurance, or that of their parent(s) (AVP) is always given priority. For such liability damage caused by students, a deductible of €50.00 per claim will apply to the student. This coverage also applies during the internship, but only and to the extent that the damage does not fall under the liability of the internship company and the school may be held responsible.

3.6.4 Property damage regardless of the school's liability

In connection with the internships, Nimeto has taken out an extra policy for the amount of €5000.00, for situations in which property damage has been caused by the intern during the internship and there is no school liability. However, in these cases a deductible of € 500.00 per claim applies, to be paid by the student, and there has to be a causal connection between the damages and the damaging event.

3.7 Absence

In case of sickness and other absences, the students will adhere to the internship company's rules for reporting these absences. Furthermore, the internship supervisor should be informed immediately, at the start as well as the end of the absence. Absence, including sickness, may lead to the extension of the internship period or the student doing the internship again.

3.8 Vacation and leave

During an internship the students will not have school vacations, such as the autumn vacation. This applies to all internship periods. For vacation and leave, the student will adhere to the rules of the internship company. Students of Nimeto Utrecht do their internships in a wide variety of businesses. Every company and certainly every field of business will have its own leave arrangements.

For granting regular leave, Nimeto Utrecht requests the cooperation of internship companies with regard to the following leave arrangements:

- the student will accumulate 12 hours of leave per month worked, or 3 hours per week worked. The accumulated leave is meant to be used for days off, doctor's appointments, driving tests etc.;
- during the first 6 weeks and/or the last week of the internship period, a student is not allowed to take days off, with the exception of special circumstances such as weddings, funerals and driving tests;
- at the beginning of the internship, the students will confer with the practical supervisor and the business coordinator on their vacation plans;
- students are allowed to take a maximum of one uninterrupted week of leave;
- leave can only be taken after the approval of the internship company.

3.9 Rules of conduct

In the interest of order, safety and health, the students are obliged to observe the regulations and instructions of the internship company during the internship. The students are also obliged to observe the company's rules with regard to secrecy. Section 8 of the practical contract expressly elaborates on this issue.

In the event of a student not observing the rules of conduct or causing problems within the internship company, the practical supervisor should contact the internship supervisor or the business relations office. Sections 10 and 12 of the practical contract further elaborate on this issue. In our experience, keeping the lines of communication open will prevent or solve many problems.

3.10 Complaints

In case of a difference of opinion or conflict, the initiative lies with the student and the practical supervisor to discuss the matter with each other. If the problem cannot be solved in this way, the student or the practical supervisor may contact the internship supervisor. A next step is a conversation between the internship supervisor, the business coordinator and the student, and between the internship supervisor, the business coordinator and the practical supervisor. The parents will be informed of this by the internship supervisor.

In case no solution is found or the problems recur, an official complaint may be filed with the designated complaints office: the business relations office. The head of the business relations office then contacts all parties concerned in order to find a mutually satisfactory solution.

In case an undesirable working relationship has made the student feel vulnerable, the student may file their complaint with the confidential counsellor. In consultation with the parties concerned this counsellor will address the problem.

In all cases the parents will be informed, unless the student is over the age of 18 and has expressly requested us not to contact their parents/ guardians.



SUPERVISION AND ASSESSMENT

**SETTING GOALS
TOGETHER
FOR A SUCCESSFUL
INTERNSHIP**

4 Supervision and assessment

- 4.1 General
- 4.2 Business Relations Office
- 4.3 Practical supervisor
- 4.4 Internship supervisor
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4 Supervision and assessment

4.1 General

Making an internship successful depends on the efforts, the working attitude and the behavior of the students and supervisors. At the end of the internship there will be an assessment. To ensure the quality of the internship, Nimeto Utrecht stands on high quality supervision and assessments. Our students are supervised by the business relations office, the internship supervisor at Nimeto and the practical supervisor at the internship company.

4.2 Business Relations Office

From September 2016 the internship office has become a part of the business relations office. For students, the business relations office is mainly important during the preparation phase, the placement and the administrative finalization. During the preparation phase, the business relations office will inform the students about:

- goals and content of the internship;
- our expectations of them as interns;
- finding internships;
- supervision and assessment;
- internship experiences, including those of former interns;
- rules applying to the internship.



*Passionate about
the profession*

Business Relations Office contacts

| Business Coordinator | Course | Internship Supervisors |
|---|---|---|
| Sanne Peters s.peters@nimeto.nl | Styling, Interior and Design | Guido van der Veen g.veen@nimeto.nl Rob Poleij r.poleij@nimeto.nl Erik Zandee e.zandee@nimeto.nl Paula Weenk p.weenk@nimeto.nl Ron Marcelis r.marcelis@nimeto.nl |
| | Optional component Internationalization | Monique Weijers mweijers@nimeto.nl |
| | Styling and Presentation | Maarten van Ree m.vanree@nimeto.nl |
| Marjan Reuzenaar m.reuzenaar@nimeto.nl | Media and Communication | Alfred Buunk a.buunk@nimeto.nl Mariëlle Osté m.oste@nimeto.nl |
| | Optional component Internationalization | Jozanneke Nieuwehuis j.nieuwehuis@nimeto.nl |

| Business Coordinator | Course | Internship Supervisors |
|---|--|--|
| Willem Sevensma w.sevensma@nimeto.nl | Projectmanager Real Estate Maintenance | Jos van den Akker j.vandenakker@nimeto.nl Richard Miltenburg r.miltenburg@nimeto.nl |
| | (Apprentice) House Painter | Katinka Eijck k.eijck@nimeto.nl Adri Pols a.pols@nimeto.nl |
| | Specialist in Restoration and Decoration | Krijn Kraaijenveld k.kraaijenveld@nimeto.nl Steef van Houten svanhouten@nimeto.nl |
| | (Allround) Stand- and Set Builder | Peter Verkleij p.verkleij@nimeto.nl |
| | (Allround) Sign Maker | Chris de Graaf c.degraaf@nimeto.nl |

Administration and general affairs

Annette Heemskerk a.heemskerk@nimeto.nl
030- 2714624

Head of Business Relations Office

Annechien Deurloo a.deurloo@nimeto.nl
06-19626955

4.3 Practical supervisor

At the internship company, the student is coached by the practical supervisor. This person is an employee, manager, owner or director of the internship company; someone who knows the company and its clients well.

The practical supervisor:

- informs the student about company customs and (safety) regulations;
- takes care of the daily coaching and training of the student in the workplace;
- regularly reviews supervision and progress with the student;
- offers feedback with regard to the student's performance in the workplace;
- reads the internship report and/or the student's blog entries and
- discusses any comments with the student;
- signs the time registration form supplied by the student each week;
- stays in touch with Nimeto and the internship supervisor in particular on behalf of the internship company;
- assesses the student's performance in the workplace;
- discusses the assessment with the student and the internship supervisor.

For the student, the practical supervisor is usually the first person to talk to about questions concerning work, school activities and arrangements that need to be made. Nimeto greatly values high-quality practical supervision. This is why we ask of new practical supervisors that they train in the supervision of interns. To this end, SBB offers tools and workshops. Nimeto organizes special days for businesses during which we offer information about intern supervision and the content of the vocational courses followed by the students. We also welcome feedback about the internship, the communication with Nimeto and the developments within the various fields of business.

4.4 Internship supervisor

At Nimeto, students are assigned an internship supervisor to coach them during the internship.

The internship supervisor:

- offers information about the products that the student has to deliver;
- provides the in-school coaching of the students at;
- visits the internship company twice during a 20-week internship;
- discusses the development and work attitude of the student during these visits;
- guards the progress and the connection between the student's educational goals and the educational possibilities within the internship company;
- supports students in writing blog entries or the internship report;
- discusses all kinds of internship perils with the students;
- has discussions about progress during follow-up days;
- assesses the student's performance on the work floor;
- discusses the assessment with the practical supervisor and the student.

For both the student and the practical supervisor, the internship supervisor is the first point of contact for supervision, questions and/or problems. The student can turn to them for questions about how to act in certain situations and how to carry out the internship assignments set by Nimeto. We value the quality of the internship supervisor just as much as that of the practical supervisor. Only experienced teachers with inside knowledge of the business world are allowed to supervise interns. They receive regular training.

For level 4 courses, the team of internship supervisors has weekly meetings. Observing the developments within the internship companies and their fields of business, and welcoming educational suggestions from the internship companies are all important responsibilities for this team.

4.5 Follow-up days

During the internship period, Nimeto organizes follow-up days for students doing an internship. The follow-up days are an essential part of the internship supervision. The activities of a follow-up day might include:

- discussing the students' internship experiences with their internship supervisor;
- organizing company presentations;
- following (additional or postponed) classes;
- participating in exams;
- taking care of necessary administrative matters.

At the beginning of the internship period, Nimeto will inform the students and practical supervisors about the dates of these follow-up days.

4.6 Assessment

During the internship, the student's performance in the workplace is the legal responsibility of the school. Nimeto therefore encourages the practical supervisor to play an active role in this. We ask them to fill out an assessment form. To a large degree, this assessment determines the final evaluation of the internship. The student assessment includes the following components:

For level 2 courses:

- the student's performance within the company;
- the internships report;
- time registration in the form of weekly reports.

For level 3 courses:

- the student's performance within the company;
- the internship report;
- time registration in the form of weekly reports.

For level 4 courses:

- the student's performance within the company;
- the blog reports;
- time registration in the form of weekly reports;
- the company presentations during follow-up days.

The final assessment of the internship is determined on the basis of performance in the workplace, reports, time registration and business presentations. Possible additional internship assignments are assessed separately as they are part of the educational programs. The initiative for the assessments lies with the internship supervisor. The practical supervisor assesses the student's performance on the basis of existing guidelines. The practical supervisor and the internship supervisor then discuss the assessment with the student. Reports and additional assignments will be assessed by the internship supervisor and specialist teachers after the internship has finished.

In case the student terminates the internship without first consulting the internship supervisor and/or practical supervisor, the student forfeits all rights to an alternative placement and has therefore failed the internship.



INTERNATIONAL INTERNSHIPS

FOR EXTRA
WORK
EXPERIENCE
WITH A COMPANY
ABROAD

5 International internships

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5 International internships

5.1 General

Nimeto considers it important for the students to gain experience abroad. Apart from acquiring work experience in their field of business it will acquaint the students with a different culture, language and customs and broaden their scope. An internship abroad requires just that little bit extra from the students. They have to demonstrate a high degree of independence, be good at planning and organizing, have a good command of English and have a pro-active attitude.

In general, the protocol for domestic internships also applies to international internships. Below you will find supplementary conditions that are added to the general procedure in case of an international internship.

5.2 Erasmus+ and World+

All students are informed about the possibilities for doing an internship abroad. The criteria the students have to meet in order to qualify for an international internship are also discussed. With the Erasmus+ grant, students can receive financial support when doing an internship in a country in the European Union.

When searching for suitable international internships, Nimeto can offer its existing contacts with companies abroad or refer to www.stagemarkt.nl.

Information is also provided about the possibilities for involving an external agency that may help find an internship address and living accommodation abroad and can provide all necessary formalities and information with regard to the country where the internship will take place. These services, however, are not free of charge.

Nimeto will not agree to internships in countries for which the Ministry of Foreign Affairs has issued a travel warning or negative travel advice.

5.3 Optional component Internationalization II

Students following the component Internationalization II will be given assignments during the lessons at school. These assignments are meant to support the students during their preparations for the international internship. The optional component will continue all through the internship and concluded with an in-school exam after the internship. The teacher offering this optional component will also be the student's supervisor during his or her internship abroad.

5.4 Informing students and companies

(see paragraph 2.5)

5.5 Applying for the internship

Students will contact the internship company for an interview via Skype or Facetime.

5.6 Mutual Expectations

Before starting the internship, all English language documents, such as the internship guide and the internship booklet will be sent to the internship company. The business coordinator will contact the company by telephone or digital means to explain more about the internship in general, its content, the assessment and possible adjustments with regard to the student's stay abroad. Beforehand, the internship supervisor will make arrangements with the student and the practical supervisor about communication and a possible internship visit.

5.7 Administrative affairs and regulations

5.7.1 Acknowledgement, internship contract, duration of the internship period and working hours

(see chapter 3, paragraphs 1, 2, 3 and 4)

5.7.2 Compensation paid by the company

Nimeto advises a compensation of €250.00 per calendar month. This amount is based on the average compensation our students are receiving over the various fields of business and is deemed reasonable to compensate for possible travel and other expenses. In general, the internship compensation is indeed a form of compensation and therefore taxed.

The Netherlands is involved in tax treaties with a large number of countries. This entails that the same income will not be taxed in two separate countries. Income acquired abroad, has to be declared in the Netherlands. For comprehensive information about foreign tax affairs, please call the Dutch Tax Services (Belastingdienst) at (+31) (0)800 0543.

5.7.3. Student finance

As the internship is part of the course, student finance will continue during the internship. When a student is doing an internship abroad, their student travel card (OV-card) can be suspended temporarily. Instead, the student can apply for travel compensation. If the student is still living at home, they can also apply for a grant for students living away from home. More information about this can be found on the DUO-website.

5.7.4 Insurance

Nimeto Utrecht has a number of insurance policies, some of which are related to the students. Paragraph 3.6 offers a brief explanation. No rights may be derived from this explanation.

5.7.5 Collective accident insurance

Nimeto has taken out a collective accident insurance policy for its students. This insurance policy is legally valid in all European Union member states.

5.7.6 Internship and liability

In principle, the internship company is liable for the intern's behavior for the duration of the internship, during the intern's working hours. The same liability conditions that apply to temporary staff and the company's own (permanent) employees also apply to their interns. Interns fall under the company's liability insurance policy (AVB). We recommend that students ask their internship company's practical supervisor for more details, prior to doing an internship abroad.

5.7.7 Liability insurance and the school, property damage regardless of the school's liability

(see chapter 3, paragraphs 6.3 and 6.4)

5.7.8 Health and travel insurance

Students must keep their own health insurance during their stay abroad to remain insured for emergency medical assistance abroad at the Dutch rate. For all medical expenses and compensation for damages to luggage et cetera, students will have to take out their own travel insurance policies for the duration of their stay abroad.

5.7.9 Visa

Generally speaking, students will not need a visa, working permit or residence permit for doing an internship within the European Union. Depending on the country, students may need a visa, working permit or residence permit for doing an internship outside the European Union. For more information please contact the embassy of the country the internship company is based in.

5.7.10 Absence, vacation and leave, rules of conduct and complains

(see chapter 3, paragraphs 7, 8, 9 and 10)

5.8 Supervision and assessment

5.8.1 General

Making an internship successful depends on the efforts, the working attitude and the behavior of the students and supervisors. At the end of the internship there will be an assessment. To ensure the quality of the internship, Nimeto stands on high quality supervision and assessments. Our students are supervised by the business relations office, the internship supervisor at Nimeto and the practical supervisor at the internship company.

The internship supervisor will contact the student and their practical supervisor at least twice a week via telephone, Skype or Facetime.

5.8.2 Business relations office, Practical supervisor and Internship supervisor.

(see chapter 4, paragraph 2.3 and 4)

5.8.3 Follow-up days

During the internship period, Nimeto Utrecht organizes follow-up days for students doing an internship. Students abroad will not be able to participate in these follow-up days. Instead, they will give a presentation after their internship.

5.8.4 Assessment

(see chapter 4, paragraph 6)



SUMMARY

The objectives of every internship are:

- testing and applying knowledge and skills;
- learning and applying new techniques and procedures;
- enabling students to experience the demands a company places on its employees in order to further develop a professional attitude.

The internships will help Nimeto keep abreast of developments in the various fields of business for which it trains its students. Through working with interns, the internship companies can get acquainted with potential young staff-members and their training.

An internship company can expect Nimeto to:

- prepare its students well for the internship;
- make the best possible match between the company and the student before placement;
- supply information about the assigned student on time;
- send both the internship company and the student a practical contract (POK) containing clear agreements such as dates of the internship period, the height of the compensation and the working hours;
- inform companies about the dates of the follow-up days on time;
- make sure the internship supervisor regularly calls, e-mails or Skypes with the intern and/or practical supervisor and pays an internship visit twice every six months.

Nimeto expects the internship company to:

- make sure the internship is supervised, and given feedback, in the best way possible;
- give the student compensation;
- contact the internship supervisor or the business relations office in the

- event of any problems;
- take the planned follow-up days into account when making a work schedule;
- fill in the time registration form every week;
- assess the intern's performance in the workplace.

Internship companies can expect the student to:

- prepare for the coming internship as best they can;
- spare no effort in working for the internship company;
- contact the internship company to introduce themselves or for an interview shortly after placement;
- follow the internship company's regulations and procedures;
- follow the internship company's regulations in case of sickness and also inform the school about this;
- keep in regular contact with both the practical supervisor and the internship supervisor;
- have prepared well for an internship abroad.



