

## **JET Internship FAQs**

The overall goal of the Internships is for people with disabilities or long term health conditions to enhance their recent work experience, add valuable skills to their CV and ultimately enable them to move into paid employment.

### **1. What is an internship?**

An internship is a long period of work experience that is paid at minimum wage. The main principles of an internship are:

- Based in the workplace
- Training in the workplace or externally as appropriate
- Supported in the workplace by JET

### **2. How long is an internship?**

An internship is typically between 3-6 months long.

### **3. How many hours a week is an internship?**

An internship is usually 25 hours per week but the hours will be agreed between the employer and the client. There should be sufficient time in the working week to attend external training courses as appropriate.

### **4. Who funds the internship?**

The internship will be funded by Jersey Employment Trust.

### **5. How much does the intern get paid?**

The intern will be paid at minimum wage.

### **6. Who employs the client and who is the employment contract with?**

The client is employed by Jersey Employment Trust who will issue an employment contract. All payments related to holiday pay and contributions are covered by Jersey Employment Trust.

## **7. What training do I need to provide?**

Any training that someone would normally receive as a trainee in the role that they are carrying out. We will work in partnership with you to agree a training plan at the outset of the internship and we will coordinate and where appropriate arrange funding for external training.

## **8. Who are JET internships for?**

JET internships are for clients with a disability or long term health conditions who are motivated to work.

JET internships are for clients who have already completed a period of unpaid work experience with an employer that has been successful.

## **9. What support will my organisation receive?**

The interns will complete the tasks relevant to the placement and be supervised by the usual Line Manager. JET staff support will be additional to this and will provide in work support to the intern if required.

JET staff can also provide disability awareness support for the Line Manager and staff working alongside the intern.

## **10. How will the internship be evaluated?**

The Internships will be regularly reviewed providing opportunities for constructive feedback from the Line Managers which will assist the interns (and JET staff) to target their skills development. A placement evaluation will be provided to the intern upon completion of the internship, which provides recent, up-to-date evidence for the intern's CV of their distance travelled and skill attainment.