



Circular 46/2011

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community and Comprehensive Schools  
And  
The Chief Executive Officers of Vocational Education Committees**

## **JobBridge National Internship Scheme**

### **Introduction**

1. *JobBridge* is a new National Internship Scheme that will provide work experience placements for interns for a 6 or 9 month period.
2. The aim of the National Internship Scheme is to assist in breaking the cycle where jobseekers are unable to get a job without experience, either as new entrants to the labour market after education or training or as unemployed workers wishing to learn new skills. The scheme will also give people a real opportunity to gain valuable experience to bridge the gap between study and the beginning of their working lives.
3. The scheme will provide for up to 5,000 work experience placements in the private, public and voluntary sectors. This will be a time-limited scheme. Interns will receive an allowance of €50 per week on top of their existing social welfare entitlement. This will be payable for the period of the internship.

### **Internship in schools and vocational education committees**

4. Recognised schools and vocational education committees (VECs) may choose to participate in the Scheme if they wish.
5. An internship must not cause an existing member of staff to be displaced from the school or be used to fill a current vacancy in the school (including a vacancy in a post of responsibility). However, schools and VECs will be permitted to rotate staff in order to accommodate an intern. This could, for example, involve placing an intern who is a newly qualified teacher in an existing class in order to allow him or her to undergo the probation process and so become fully registered with the Teaching Council.
6. Where a registered teacher is offered an internship he or she should be appropriately qualified for the intended role. He or she may be deployed to undertake normal teaching duties in a school if the Board of Management/VEC considers this appropriate and can make suitable arrangements.
7. The school or VEC's public/employers' liability insurance policy must cover any person placed with it under this Scheme.
8. Where a school proposes to engage a person under the NIS it will need to arrange for that person to be vetted by An Garda Síochána. Schools should, therefore, tick the "Yes" box

to the question “Will Garda Vetting be required” in Part B of the NIS Provider Application Form (available from [www.jobbridge.ie](http://www.jobbridge.ie)).

9. The maximum number of internships a school or VEC can offer at any one time is dependent on their number of full time employees:

Number of Full Time Employees	Number of Internships
1-10 employees	1 Place
11-20 employees	2 Places
21-30 employees	3 Places
30 + employees	20% of your workforce to a maximum of 200 internships whichever is the smaller

10. The Department will, in consultation with the education partners, periodically review the experience of *JobBridge* in schools.

### **Information for potential interns**

11. A person will be eligible to apply if he or she is on the live register and has been in receipt of Jobseeker’s Allowance/Benefit or has been signing on for credits for at least 3 months. Participants will receive, through the Department of Social Protection, a single allowance consisting of €50 per week on top of their equivalent existing social welfare entitlements. No employer top-up contributions will be allowed.
12. For interns, the period in receipt of the internship allowance will be disregarded in respect of social welfare payment and, upon completion of the Scheme, the social welfare claim will be resumed from the point at which they left. For example, a person on jobseeker’s benefit with 60 days of entitlement left on his or her claim will still have 60 days of entitlement left when their internship is completed if the claim is resumed.

### **Operation of internship**

13. Schools or VECs who identify a potential internship opportunity will need to identify a mentor, apply online to advertise that internship and, once approved, the National Employment Service will place the advertisement on the *Jobbridge* website. When the school or VEC selects an intern, it must enter into a standard internship agreement with that person which will include the responsibilities of each party, rules around the placement and the professional development/learning outcomes the intern would expect to develop during the internship. The school or VEC must submit an online monthly compliance check to verify that the terms of that agreement are being met.

### **How to apply**

14. To apply for an internship or to advertise one or for further information, log onto [www.jobbridge.ie](http://www.jobbridge.ie).
15. This circular can be accessed at [www.education.ie](http://www.education.ie).

Dalton Tattan, Principal Officer  
Teacher/SNA Terms and Conditions  
October 2011