

Host Organisation FAQs

1. What is the JobBridge the National Internship Scheme?

JobBridge, the National Internship Scheme (NIS) is a Government initiative designed to offer jobseekers who are unemployed and have been in receipt of Jobseekers Allowance/Benefit or signing on for credits for at least 3 months, the opportunity to enhance their current skills and develop new ones. The duration of individual internship positions will be a 6 month or a 9 month placement. It will be a time-limited scheme for a maximum of 2 years and is commencing on 1st July 2011.

2. What is a Host Organisation and an Intern?

Host Organisation – Organisations providing internship opportunities and participating in the scheme are referred to as ‘Host Organisations’ (HO). The scheme is open to organisations private, public (including commercial semi-state) or community and voluntary sectors.

Intern - A person who is engaged by another person to carry out work or perform any duty or service pursuant to a placement under the JobBridge, National Internship Scheme shall, for the purposes of any enactment or rule of law (other than the Tax Acts and the Safety, Health and Welfare at Work Act 2005), be deemed not to be an employee of the other person or to carry out such work or perform such duties pursuant to a contract of service.

3. Is my Organisation eligible?

In order for your organisation to participate you must comply with the following criteria:

- An organisation, or a local branch, have a minimum of 1 full time employee who is employed for 30 hours or more per week (i.e. on payroll and subject to tax and PRSI)
- Be a legal entity and/or a charity recognised by the Revenue Commissioners (with a CHY number)
- Have NO vacancies in the area of activity in which the internship is offered.
- The placement is not displacing an employee.
The Scheme Administrator reserves the right to review cases where it is reported that this is the case.
- Have Public/Employers Liability insurance and Motor Insurance, if applicable, that will cover any interns on the JobBridge Scheme
- Be fully compliant with current workplace health and safety and all other legal requirements.
- If Garda Vetting applies to the placement, ensure that the vetting process is applied.

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4. How many Internships placements can I offer?

The total number of internship places an organisation can offer at any one time is:

Number of Full Time Employees*	Number of Internships
1-10 employees	1 internship place
11-20 employees	2 internship places
21-30 employees	3 internship places
30 + employees	20% of the workforce to a maximum of 200 internships whichever is the smaller
* Who is employed for 30 hours or more per week (i.e. on payroll and subject to tax and PRSI)	

5. Why should my Organisation participate in the Scheme?

- To give an unemployed person the opportunity to gain relevant work experience
- To access potential future employees
- To enhance the performance of your organisation by offering an internship to motivated individuals with enthusiasm and a passion for developing their careers
- To bring in fresh talent, fresh ideas and new thinking
- To access newly trained interns with recent skills sets or skilled workers that add real value to your organisation.

6. Are Sole Traders eligible to participate in the JobBridge Scheme?

No. The host organisation must be a legal entity and/or a charity recognised by the Revenue Commissioners (with a CHY number) and/or an employer registered for PAYE with the Revenue Commissioners.

7. What individuals are eligible to participate in this scheme?

Unemployed Jobseekers who are unemployed and in receipt of Jobseekers Allowance/Benefit or signing on for credits for at least 3 months at the time of commencement of the placement are eligible.

Periods spent on FÁS training programmes and WPP will be included in 3 month count.

Commencement on the internship is dependant on DSP confirming the individual's eligibility

8. How do I register as a Host Organisation?

- Go to www.jobbridge.ie and follow the steps to advertise an internship
- Existing registered organisations will logon using their existing FÁS company registration (username and password).

Or

- If your organisation is not already registered, you will be taken through a series of steps to become a registered company.

9. What if I forget my username and password (for logging onto the Job Bank)?

- Go to www.jobbridge.ie and follow the steps to advertise an internship, then select the option for *Forgotten your username and password*
Or alternatively
- Phone Free-phone 1800-611-116 for assistance

10. How do I advertise my internship placement/s?

- Go to www.jobbridge.ie and complete an online Application Form. Only on-line applications will accepted
- When your application is processed you will receive an email notification that the advertisement has gone live or that the application has been unsuccessful and the reasons for this.

11. How will candidates apply?

Candidates will apply directly to you as per the details you provided on your application. If you wish you can opt to use the short application form that individuals can download from www.jobbridge.ie, complete and send to you.

You will then select the intern/s to commence the internship placements/s in your organisation.

12. How do I start an intern?

When you have selected a potential intern you will login to your account and complete a series of steps:

- Complete and sign the Standard Agreement, including a section detailing the skills the intern will learn and/or practice in the workplace
- Notify FÁS of the individual's details
- Download an Eligibility Form for the individual to take to their local DSP office to confirm their eligibility for the scheme*

The individual's eligibility for the scheme must be confirmed by DSP before they commence the internship

- When FÁS receives the Eligibility Form back from the individual confirming their eligibility, you will be notified by email that the internship can commence.
- As soon as the intern commences you must login to your account and notify FÁS that the individual has actually started (so that DSP can process payments to the intern).

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All information is available on www.jobbridge.ie. If you have a specific query about your application, you can contact the JobBridge team by emailing jobbridgeapp@fas.ie or calling 046-9738080 or 1800 303-515.

13. What do I need to do once the Intern commences on the Scheme?

- When the Intern actually commences the scheme you must logon and input the start date – this is required so that DSP can process payments of the internship allowance.
- Logon each month and complete a short Compliance Check (to ensure the payment of the internship allowance and confirm that the internship is progressing appropriately)

14. Do I pay Participants?

No, payment of participants is not permitted under this Scheme. During the internship placement, interns will be paid an internship allowance by the Department of Social Protection (DSP). This allowance is equivalent to the intern's current DSP payment plus an additional €50 per week and will be paid for the duration of the internship.

15. Are Interns entitled to Leave while on the Scheme?

Yes, interns have the following Leave entitlements:

- Sick Leave - During the course of an Internship, an intern will be allowed take up to a maximum of 10 days sick leave without impacting on their internship allowance (includes the €50 top-up)
- Annual Leave – Interns are entitled to all the Public holidays and 1.75 annual leave days per month of internship.
- Interns will also be entitled to time-off to attend job interviews or pursue job seeking activities through the Department of Social Protection/FÁS.

16. What responsibilities will I have as a Host Organisation?

- Provide valuable work experience as outlined in the Standard Agreement, see **Q12** above
- Complete the required compliance checks see **Q13.** above
- The organisation must assign an individual to provide the following to the intern:
 - ongoing support
 - be a point of contact for the intern throughout the internship
 - provide an appropriate induction to the organisation
 - ensure the opportunity to learn/apply skills in the workplace described in the Standard Agreement is available to the intern
 - this person may also provide formal mentoring

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In organisations where a formal mentoring system exists, interns should be included in this process

- At the end of the internship, you must complete a Reference Form for the intern to assist with their future job-search activities.

17. What if one placement finishes and I want to take on a person for the same position, can I do this?

If a HO wishes to advertise in the same area a cooling off period for 3 months will apply.

18. What if one placement finishes and I want to take on a person in a different area, can I do this?

Yes, you may take on an individual in a different area providing that you do not exceed your quota of placements at any one time. See **Q4** above.

19. Are there any supports available if I offer an Intern a Job?

Yes. In June 2010 the government announced a new Pay Related Social Insurance (PRSI) exemption scheme. The Employer Job (PRSI) Incentive Scheme means that when an employer employs additional eligible workers, they will not have to pay employer's PRSI in respect of their employment for twelve months (refer to www.welfare.ie for further information). After completing three months on an Internship, a participant may qualify as an 'eligible worker' under this scheme.

20. Can I convert a WPP or Gradlink placement to a JobBridge Internship?

Yes you can once you are eligible. You can send an email to wppconversion@fas.ie outlining the following details: -

- Company Name/ Address/ Telephone and Email details
- Existing WPP/Gradlink Placement Title
- WPP Placement Reference Number, if available
- The start date of the current WPP/Gradlink placement

Alternatively you can telephone – 01 6070750

Please Note: Closing date for receipt of applications for conversion from WPP to NIS is Wednesday 31st August 2011. After this date no more conversions will be permitted.