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BOMET COUNTY ASSEMBLY
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BOMET COUNTY ASSEMBLY

Bomet County Internship Policy

August, 2018

Tabled on 7th Nov, 2018
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committed to committee
on labour.

Foreword

The Constitution of Kenya and the County Governments Act requires the County Governments to take measures to ensure that the youth gain access to relevant education, training and employment. To achieve economic, social and political development and secure the country's prosperity, the County Government has prioritized job creation and increased youth employment.

Measures have been put in place to strengthen youth employment and entrepreneurship through credit financial assistance and training. However, the youth are unable to take advantage of some of these opportunities as they lack vocational and entrepreneurial skills. To bridge this gap, the County commits to promote and strengthen internship programmes for the youth graduating from training institutions to enable them acquire practical experience.

The Internship Policy establishes mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work.

As one of the largest employers in the county, the County Government has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered the opportunity to gain practical work experience, which will likely improve their competitiveness. This will contribute to the County government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience.

The Internship Policy is developed as a guide on effective and fair management of internship programmes for those seeking such opportunities in the Public Sector.

For *Maney*
Hon. Benard Ngeno,
CEC Youth, Gender, Culture, and sports

DRAFT

Preface

This policy provides a framework for engagement and management of internship programmes in the county public service. It outlines the various provisions and requirements of the programme, selection procedures and roles and responsibilities of various stakeholders in the internship programme. Further, it takes cognizance of the various legal and policy provisions on which the internship policy is based.

The development of this policy underscores the county's commitment to provide a framework to ensure that internship programmes are handled on the basis of set standards, values and principles.

Implementation of this policy will therefore contribute to effective management of internship programmes and enhance skills transfer to the interns undergoing such programmes in the public sector.

This policy draws from the relevant provisions of the Constitution, labour laws, international statutes, and other policy guidelines in the public service. A monitoring and evaluation mechanism has been proposed for purposes of enhancing effective implementation and ensuring that lessons learnt are brought on board.



Nicholus Kerich

Chief Officer, Youth and Sports

Acronyms

CEO	Chief Executive Officer
HRM&D	Human Resource Management and Development
ID	Identity Card
Ds	Departments in county government of Bomet
M&E	Monitoring and Evaluation
CHRMAC	County Human Resource Management Advisory Committee
NHIF	National Hospital Insurance Fund
PSB	Public Service Board

Learnership

A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.

Mentor

A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.

Public Service

The collectivity of all individuals other than state officers, performing a function within the County.

Supervisor

An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.

Youth

The collectivity of all individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years.

CHAPTER ONE: INTRODUCTION

1.0 Preamble

The high rate of unemployment in Kenya has been a source of great concern for policy makers in government and other key sectors. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

Every year, thousands of young people graduate from post school institutions and universities with certificates, diplomas and degrees from a wide range of academic and technical disciplines. However, their preparation for afterschool work and life is generally low, leading to a sense of frustration and a great feeling of betrayal of the societal contract i.e. growing up, schooling and raising a family and contributing to the country's growth.

Employment opportunities for the youth marks an important transitional period towards independence, increased responsibility and active participation in national as well as societal development. The converse is also true; left on their own without attendant remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse, and religious fanaticism.

As one of the largest employers, the public service has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered opportunities to enable them gain practical work experience and/or fulfill the legal requirement for registration by professional bodies. It is therefore pertinent that the public service establishes an internship programme, which would be a contribution to the government's effort to alleviate youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search.

- iv) provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

qualifications will continue to be granted internship opportunities to enhance their professional development for registration with respective bodies.

1.6 Legal and Policy Framework

This policy is in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. Some of these include:

1.6.1 The Constitution of Kenya

- a) Article 10 - national values and principles of governance.
- b) Article 232(1)(i)- values and principles of public service.
- c) Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

1.6.2 International Labour Organization (ILO) Conventions

The labour laws in Kenya draw their provisions for the safety and protection of workers from the ILO conventions.

1.6.3 The Employment Act 2007

The Act provides for non-discrimination in the process of recruitment and appointment/contract of service and protection of workers at the work place.

1.6.4 Persons with Disabilities Act, 2003

The Act provides that persons with disabilities shall be eligible for engagement as apprentices or learners where their disability is not such as to impede their performance in a particular occupation.

1.6.5 Work Injury Benefits Act, 2007

The Act requires persons employed to have insurance and to be compensated when injured during work-related assignments.

1.6.6 Occupational Safety and Health Act, 2007

1.6.12 Human Resource Policies and Procedures Manual for the Public Service

The manual provides that internship programmes shall be guided by the relevant provisions of the Constitution, relevant professional bodies and other policy guidelines and shall not exceed one (1) year.

2.2 Declaration of Internship Opportunities

All internship opportunities in the public service shall be declared to the Public Service Board (PSB). The Board shall put in the public domain and its website information on the opportunities and this will act as a one stop-shop for the public to access information.

2.3 Eligibility and Duration of Internship The internship programme is open to:

- (i) unemployed Kenyan graduates from training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.
- (ii) Unemployed Kenyan graduate of age bracket 18-35 years.
- (iii) graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies.

Eligibility will be based on the following criteria:

- (i) The internship shall be undertaken only once after graduating from a course; and
- (ii) The internship programme shall be for persons who have completed their training and graduated.

The internship period shall be between three (3) and (12) twelve months; or the duration prescribed by the institution/professional body which regulates the profession in which the intern seeks registration.

2.4 Selection Criteria and Placement Procedures

2.4.1 Selection Criteria

Selection for interns shall be guided by the following:

- (i) Merit and discipline;

- (iii) declare internship opportunities to the PSB on an annual basis; as per the determined duration of internship contracts.
- (iv) identify and communicate available internship opportunities through advertising in media with wide circulation;
- (v) conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;
- (vi) provide the necessary facilities to enable interns to acquire the required skills and knowledge;
- (vii) pay the prescribed stipend to interns in accordance with the guidelines;
- (viii) appoint supervisors and trainers/mentors for the interns;
- (ix) ensure that interns are properly engaged in relevant work assignments;
- (x) monitor and evaluate the progress of internship programmes in their organizations;
- (xi) report to the Public Service Board, on a quarterly and annual basis, on internship programmes undertaken in their organizations and any challenges experienced; and
- (xii) issue a letter of completion of internship to interns upon successful completion of the programme.

NOTE:

- (i) There shall be no obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies declared for filling.

- (xii) compile and disseminate quarterly and annual reports on progress and challenges of internship programmes.

NOTE:

All internship placements shall be presented by the Head of Human Resource Management & Development to HRMAC for deliberation and recommendation for approval before engagement.

2.5.3 Line Manager

The line manager shall be responsible for:

- (i) identifying available internship opportunities/vacancies in the department/unit and forwarding them to the head of HRM&D for processing;
- (ii) receipt and placement/deployment of interns within the department/unit;
- (iii) developing a structured training programme for interns;
- (iv) ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- (v) nominating mentors within the department/unit in accordance with set criteria;
- (vi) supervising internship and mentorship programmes; and
- (vii) reporting on implementation of internship and mentorship activities.

2.5.4 Supervisor

The supervisor shall be responsible for:

- (iv) make effort to acquire relevant skills in the area of specialization;
- (v) complete assignments given by the mentor and/or supervisor;
- (vi) complete the internship programme as per guidelines provided by the regulatory body;
- (vii) provide regular feedback to the line manager through the supervisor on the progress he/she is making and any challenges thereto with regard to the internship programme;
- (viii) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- (ix) hand over all materials and equipment/tools belonging to the organization at the end of the internship period;
- (x) submit a copy of the report on internship experience to the line manager; and
- (xi) clear with relevant authorities before leaving the internship station.

2.6 Payment of Stipend to Interns

Internship shall be non-remunerative. However, interns will be paid a stipend as may be determined by the CHRMAC from time to time. Ds will be expected to make budgetary allocation for the stipend on annual basis.

2.7 Insurance

All interns in the county public service shall be required to have a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm.

- (ii) reports to a hosting institution under the influence of alcohol;
- (iii) performance is not satisfactory and not in line with public service ethos;
- (iv) involvement in fighting at the hosting institution;
- (v) charged in a court of law with a criminal offence;
- (vi) willfully destroys the property of the hosting institution;
- (vii) if at any time a hosting institution sustains a loss that is attributable to the neglect or fault of the intern; and
- (viii) refuses to obey lawful instructions.

(b) An intern may terminate the contract by:

- (i) submitting a written letter of resignation/termination of the contract to the Chief Officer (CO) through the supervisor by giving a one month's notice.
- (ii) giving a two weeks' notice before taking up employment offered to him/her before the expiry of the agreed internship period.

(c) A Department reserves the right to terminate a contract with an intern at any point during the specified period. Notice for the termination of the contract will be as per the requirements set out in the contract.

- (iii) Establish an appeals mechanism to hear appeals that may arise;
- (iv) Receive reports and maintain a database on internship;
- (v) Monitor and evaluate the implementation of the internship programme in the public service; and
- (vi) Undertake annual reviews and analyze performance of internship programmes in the service.

3.2 Departments

Departments will be responsible for the management and implementation of the internship programme within their organizations. They will:

- (i) Develop internship plans and budget for the programmes;
- (ii) Implement the internship policy and guidelines;
- (iii) Generate and forward information on internship opportunities to the Public Service Board;
- (iv) Develop an internal database and submit quarterly reports on internship to the Public Service board;
- (v) Select and place interns;
- (vi) Liaise with The County Treasury on funding the internship programme; and
- (vii) Monitor, evaluate and report on the internship programme.

3.3 Regulatory Bodies Regulatory

bodies will:

- (i) develop programmes consistent with the fulfillment of the learning objectives of the internship programme;
- (ii) set and review the duration of internship programme;

CHAPTER FOUR: MONITORING AND EVALUATION

4.0 Monitoring and Evaluation of Internship Programmes

It is a policy requirement that Monitoring and Evaluation be an integral part of all activities undertaken by the County Government. As such, internship programmes shall be monitored and evaluated to ascertain the extent to which the objectives have been met, and for purposes of instituting remedial measures.

Monitoring and evaluation will ensure control and provide information needed for improvement and sustainability of the programme. Evaluation will further establish the extent to which the interns have benefited from the programme.

The internship programme in the Public Service, therefore, will be carefully managed and coordinated for sustainability, consensus and shared ownership by all stakeholders in order to realize the internship programme goals and targets.

Monitoring and evaluation of the programmes shall be undertaken through the following mechanisms:

- (i) monitoring of internship uptake trends and patterns for forecasting and planning purposes;
- (ii) determining the total number of interns who successfully complete the programme, obtain a letter of completion of internship and secure employment after the completion of the programme;
- (iii) ascertaining the degree to which management of departments are satisfied with the value of and contribution made by the interns;
- (iv) preparing annual reports on the internship programmes; and
- (v) reviewing the overall programme for purposes of improvements and alignment with MDAs' strategic goals.

APPENDICES

Appendix I: INTERNSHIP GUIDELINES

1. Scope

The internship guidelines shall apply to the public service, except the public service institutions listed in Article 234(3) of the Constitution.

2. Declaration and Application for Internship Opportunities

All internship opportunities in the public service shall be declared to the Public Service Board (PSB) within two weeks of the commencement of the financial year as per the prescribed format attached as Appendix II. The declared internship vacancies in each Department shall be guided by the available opportunities and the budgetary allocation.

The public service board shall put in the public domain and its website information on the opportunities and this will act as a one-stop-shop for the public to access information. Departments will also be expected to upload the same information in their websites indicating when the positions will be advertised.

Once internship opportunities have been advertised, prospective interns shall apply for the positions using the prescribed form attached as Appendix III.

3. Eligibility

The persons eligible for this programme shall:

- (i) be unemployed Kenyan graduates from recognized training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study;

8. Working Hours

Interns shall adhere to the normal government working hours as prescribed in the Public Service Human Resource Policies and Procedures Manual or as prescribed by the relevant regulatory body.

9. Stipend and Subsistence Allowance

Each intern will be entitled to:

- (i) a monthly stipend; and
- (ii) subsistence allowance when out of station

The rates shall be determined and communicated through circulars to be issued by the board from time to time.

There shall make budgetary provisions for the stipends and subsistence allowance every financial year.

10. Post Internship Gains

The experience gained during internship may be considered as an added advantage while seeking formal employment in the public service.

11. Insurance

Interns may be required to have a valid personal accident insurance cover at the time of engagement to cover the period of internship.

12. Medical Cover

Interns shall be required to have a valid personal medical insurance cover by NHIF or other reputable medical insurance firm for the duration of the internship.

13. Protective Clothing/Working Tools

Interns shall be provided with relevant working tools/equipment and protective gear where applicable. Interns shall account for tools and equipment issued to them at the end of internship period.

17. Supervision

Departments shall monitor the performance of interns. Each intern shall be assigned a supervisor and or a mentor to set targets, assign working tools, oversee the day to day work performance, and appraise him/her within the existing performancemanagement framework and/or assessment guidelines as issued by the relevant regulatory body.

18. Conduct

Interns shall conduct themselves in line with established codes of conduct, rules and regulations of the public service, host organization and regulatory body.

19. Discipline

Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, Public Service regulations and policies of host organizations.

- (i) In case of gross misconduct, the services of an intern shall be terminated without notice.
- (ii) Upon termination, an intern shall not be entitled to the stipend.
- (iii) In case of a charge for a criminal offence, an intern shall be discontinued from the internship programme.

20. Termination of Internship Contract

The internship contract may be terminated:

- (i) at one month's notice by either party; or
- (ii) at two weeks' notice in case an inter secures an offer of employment before expiry of the agreed internship period.

21. Intern's Liability and Loss of Property

**Appendix II: DECLARATION OF
INTERNSHIP OPPORTUNITIES**



REPUBLIC OF KENYA

BOMET COUNTY

PUBLIC SERVICE BOARD

**DECLARATION OF INTERNSHIP OPPORTUNITIES
FORM**

Department.....

Number of Internship Opportunities

Areas of Specialization and Qualifications

**Appendix III: APPLICATION OF
INTERNSHIP FORM**

REPUBLIC OF KENYA



BOMET COUNTY

PUBLIC SERVICE BOARD

**APPLICATION FOR INTERNSHIP PROGRAMME
FORM**

Please complete this form in BLOCK LETTERS and submit to the Department that has advertised internship opportunities.

1. Department.....
2. Full name
3. Date of Birth
4. Identity Card Number
5. Gender Female Male ☐
6. Personal Identification Number (PIN)
7. Certificate of Good Conduct Number
8. Postal Address Postal Code Town

Appendix V: SAMPLE LETTER ON COMPLETION OF INTERNSHIP

To whom it may concern

REF: RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that Mr./Ms.
ID Number..... was on a.....months
internship in the Department/Agency/ Institution of
..... From
..... to
During this period, the above named was placed in the following
department.....

.....
In the course of his/her work, he/she undertook the following
tasks / functions and/or worked in the following capacities /
positions:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

As part of the internship experience, he/she developed an end of
internship report to document his/her work environment
experiences.

Should you wish to discuss the intern's performance in the
Department you are welcome to contact the head of department
where the intern was placed.