

Institute of Directors (“IoD”) Accredited Internship

IoD Jersey Industry Sub-Committee

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Information for parents of years 11,12 and 13

Accredited Internship (“the scheme”)

The Institute of Directors Jersey, in partnership with Skills Jersey and Jersey Business, and in collaboration with Haute Vallee School and Victoria College have launched a new scheme called the IoD Accredited Internship. The scheme has been piloted with great success with year 11 (2021-2022 cohort) at these two schools.

This scheme seeks to encourage students in years 11,12 and 13 to gain valuable work experience in Hospitality and Retail on a casual basis, primarily weekends and school holidays. While undertaking this paid employment students will also work towards receiving a certificate accredited by the IoD

What is the IoD?

The IoD is a thriving membership community for directors (and other industry leaders) in Jersey, the UK and beyond. It is a network where you can connect with other leaders, develop your skills and be heard. The IoD in Jersey comprises many participants representing diverse industries on the island.

How does the scheme work?

The scheme works by providing a portal for jobs to be advertised to the students, who take on the roles as they would with any other employment. The difference is that businesses will sign up to be providers of the internship. This process is free for employers to sign up to, and requires them acknowledging that the employees/students have completed a minimum of 100 hours over no less than 5 weeks, and during that time, or any longer periods, they have learned the core skills outlined below.

Why is the scheme focussed on hospitality and retail industries?

The IoD Industry sub-committee surveyed IoD Jersey members and established that in general terms no matter which industry/ profession i.e. finance, professional services, construction, agriculture, education etc its members now worked at some point they would have worked in hospitality or retail. We recognised that the key transferable skills we acquired at a young age can be found working in these two industry areas.



Why is this different to just having a Saturday job/ summer holiday work?

The paid employment is no different than your child might experience, or indeed does experience, through a Saturday job or summer holiday work. The employer will contract with your child as they would under any ordinary arrangement. The difference with this scheme is the fact that your child will receive a certificate accredited by the IoD if they demonstrate the core skills listed below. This certificate can be used for personal statements and CVs. Future employers in no matter which industry will see that your child has demonstrated through their Saturday/ holiday job that they have learned the key transferable skills.

What do Employers have to do?

By agreeing to partake in this scheme, employers will need to be happy that their employees have achieved each of the criteria below (see the section entitled what does my child have to do?), under the 5 different skill areas. Only once these have all been approved can this be submitted for a certificate to be issued. There is no difference in the contract, or employment basis for these employees/students compared to any other member of staff, they just have the benefit of being granted a certificate to acknowledge the core skills passed on by hospitality and retail in early career development, skills that lay the foundation for any career in the future.

What does my child have to do?

Your child will apply through the Skills Jersey portal for opportunities that will be uploaded by employers. The employer will appoint staff based on their normal standard e.g. some employers may require CVs, references or an interview. Applying for a job is, in itself, a key skill.

Once successful your child will need to demonstrate the key skills listed below. There will be guidance if needed (email skillsjersey@gov.je). We encourage employers to meet with the scheme participants halfway through their employment term to provide feedback to ensure that the child will meet the requirements by the end of the contract.

Teamwork	Fosters inclusivity Self-Motivated Motivates others Knows when to ask for help Helps others Respects others
Adaptability	Problem solving Asks questions Voices creative ideas
Communication	Active listening Raises ideas Uses questions effectively Is clear and concise in written communications Is clear and concise in oral communications
Self-leadership	Good time management Ability to prioritise tasks Seeks to continuously improve performance

	<p>Maintains high effectiveness even under pressure</p> <p>Keen and enthusiastic</p> <p>Able to work with minimum supervision</p> <p>Recognises own weaknesses and takes responsibility for self-development</p> <p>Presents as outwardly calm and in control</p>
Digital literacy	<p>Uses digital resources effectively</p> <p>Seeks digital solutions to improve service</p> <p>Promotes digital understanding</p>

What if my child already has a job?

We encourage your child to speak to their employer about the scheme and ask their employer to please email skillsjersey@gov.je

How will the IoD check that the employer is ensuring that my child has fulfilled all the criteria?

Skills Jersey will be facilitating the scheme for IoD Jersey. They will also be performing random audits to make sure the certificates are being approved correctly, and the individuals are gaining the relevant skills while in employment.

To sign up to the scheme, please click here:

<https://www9.gov.je/working/careers/undergradsrecentgrads/undergraduateopportunities/pages/iodinternshipscheme.aspx>

or for more information, contact skillsjersey@gov.je]

Yours faithfully



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