



Higher Education Council

National Internship Pilot



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Following the work conducted by the Higher Education Council (HEC) on the industry and employer graduate skills requirements it is clear that work experience and knowledge of the workplace is highly valued by employers when hiring graduates. The HEC in introducing this pilot is acting on the request of employers who have made clear to the nation what it is they want from graduates. Whilst we recognize that, some universities do offer student's internship opportunities however, it is clear that far too many students do not experience a quality internship whilst at university.

Through the HECs dialogue with employers they tell us that they want a graduate with critical thinking skills, excellent written and oral communication skills, the ability to work in a team, and above all else, real-world experience in their field. This skill set cannot be achieved by only spending time in the classroom and earning a degree.

Importantly, employers also tell us that they value applied knowledge in graduates. Internships are a great opportunity for students to apply and practice the knowledge gained whilst studying; all while gathering the skills that employers seek.

Internships are designed to be learning experiences for students, so not only do you get to participate in multiple tasks, but you are also given the hands-on training and feedback that empower you to leave your internship with confidence and knowledge.

This pilot is an opportunity for students from all higher education institutes in Bahrain to apply for an internship, although places are limited and this

creates competition for places, I would highly recommend students apply for a position. It is our expectation that in time universities integrate work based learning into their curriculums and build their own networks with employers so that this scheme becomes sustainable.

Finally, I must thank the employers who have offered places for this pilot. Working with employers is a key part of the higher education strategy of closing the gap between industry and higher education. I very much hope that through this pilot, employers get the opportunity to recognize talented interns as potential future employees.

Best wishes

Prof Riyad Hamzah
Secretary General of Higher Education Council

In producing the industry and employer graduate skills requirements it is clear that the higher education sector is not meeting the needs of industry with graduates who have the skills required in the twenty first century.

The long-term effect of this situation is to impact negatively on the economy of the Kingdom of Bahrain. Our overall goal is to produce graduates who do not just meet the needs of employers in Bahrain but also internationally. In addition, we wish to produce graduates who become leaders, entrepreneurs and responsible members of society.

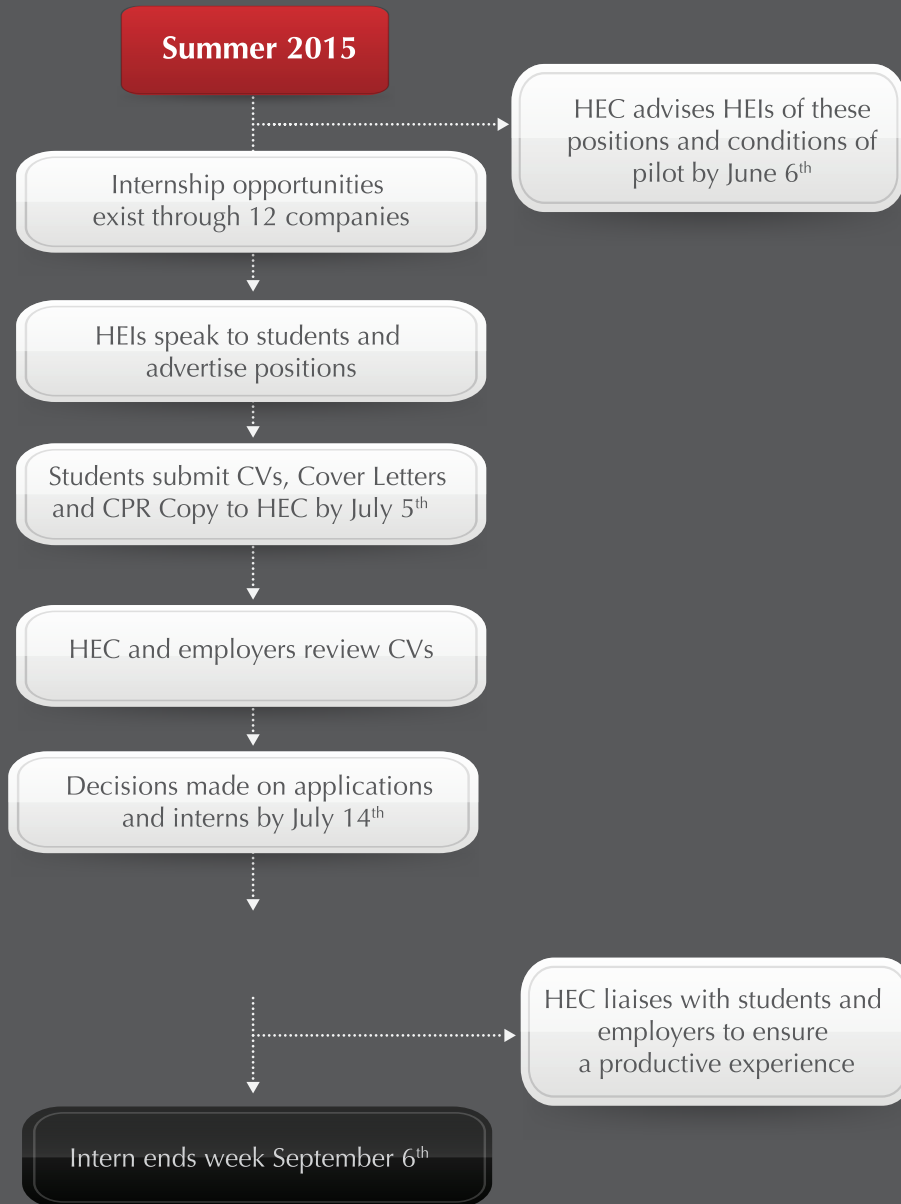
The evidence is clear that students who participate in internships or work based learning opportunities are more likely to gain employment than those who do not.

Structured internships are proven to improve student understanding and expectations in the work place in addition to improving the skills and attitudes of students.

To build on the relationship that now exists between the HEC and Bahrain's employers, which range from international firms to SMEs, HEC is delighted to launch a National Internship programme pilot starting in July this year. For this pilot the HEC will offer structured Internship opportunities of 6 weeks during the last week of July until the first week of September 2015 to current third year university students from all institutes with the relevant study background and motivation.

Through this pilot Internship program the HEC hopes to achieve the following objectives:

- Provide an opportunity for students to gain practical experience and internship before graduation, along with the theoretical knowledge they gain during undergraduate education.
- Deepen students' understanding of the theoretical science they received in their specialisations.
- Guide students to be responsible and punctual.
- Guide students to deal with society members outside the university.
- Guide students to respect others and listen to their views.
- Prepare students to write technical reports.
- Development of students' scientific skills and prepare them for fieldwork.
- Provide industrial enterprises with information on the quality of human resources that will contribute to the development of industry and services in the future.
- Provide an opportunity for those institutions to evaluate student's performance during the internship and identify the advantages of hiring him/her after graduating.



Student Details

Name	
CPR or Passport No	
Phone	
Email	
College	
University	
HEC Supervisor	
Phone	
Email	

Emergency Contact

Name	
Phone	
Relationship to Student	

Work Placement Details

Start Date	
End Date	
Company/ Organization Name	
Contact Person (<i>could be Workplace Supervisor</i>)	
Phone	
Email	

Intern Responsibilities:

- Spend the specific internship duration at the organisation that appointed him/her or has been approved by the department in charge of summer internships, and not move to another organisation without obtaining an official approval from both HEC and the employer.
- The Intern is required to be punctual, to dress appropriately and to notify the host organisation in advance and his / her HEC Supervisor if they will not be attending.
- The Intern is required to comply with health and safety requirements of the host organisation.
- The Intern has the right to be treated as part of the team in which he/she is working.
- The Intern is responsible for his / her transport to the host organisation.
- Comply with all the rules and regulations of the employer.
- The intern collects information and elements necessary to write the final report of the summer internship.
- The Intern needs to show this logbook to the workplace supervisor weekly to confirm that he / she has listed all the work activities that have been completed in the workplace.

Employer Internship Responsibilities:

- Offer a career-related experience that enhances interns' academic specialisation learning, and not exploit interns by performing tasks like photocopying, filing or translating.
- The host is responsible for informing the interns of any specific details relating to health and safety procedures at the venue.
- Identify the internship duration and the appointment of a supervisor, who holds a bachelor's degree at least as well as organising a training program for each student.
- Fill in the intern's evaluation form after the end of the training period, and send it to HEC.
- The employer should achieve an on-going relationship between HEC and

the intern, and allow the supervisor from HEC to visit the intern periodically and be informed about the training program.

The HEC Responsibilities:

- HEC is responsible for liaison with the host organization to negotiate student placements as when required in advance.
- HEC is responsible for ensuring that an HEC Supervisor visits the site at least twice during the placement.
- HEC will assist the student and Workplace Supervisor with any assessment documentation that may be required.

Week	Activities carried out in the workplace by the student	Supervisor's signature
1		
2		
3		
4		
5		
6		

Grading the Intern:

The organisation uses four categories to rate a Intern's performance as "work-ready":

Below Average: Intern at times is unable to demonstrate an understanding of what is required or shows an inability to perform competently in the workplace. Intern is not yet competent.

Average: Intern has demonstrated a minimum or adequate understanding of what is required in the workplace, may make errors, have incomplete tasks, but is developing and has shown improvement when monitored on a regular basis.

Good: Intern demonstrates steady improvement and understanding of his/her surroundings in the workplace and generally is viewed as competent.

Very Good: Intern shows a clear understanding of the skills required in the workplace and is able to demonstrate this consistently.

Employability skills evaluation

Date of assessment	
Name of intern	
Name and position of assessor	
Contact details of assessor	
Signature of assessor	

1. Attendance and time keeping				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

2. Workplace behaviour and working in team				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

3. Motivation and commitment				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

4. Ability to take initiative and act independently				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

5. Execute assignments completely and properly				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

6. Analysis and problem-solving skills				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

7. Communication skills				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

8. Use of technology				
Assessment	Below Average	Average	Good	Very Good
Indicate with an 'x'				
Comments				

Disagree	Agree	Strongly Agree
Comments for HEC :		

Work Placement Participation

I verify that _____ has attended the

Internship programme for the period started from _____ to _____

Supervisor's name _____

Supervisor's signature _____

Date _____