

IUA'S QUALITY FRAMEWORK FOR TRAINEESHIPS

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INTRODUCTION

The IUA sends about 40-50 students per year for training abroad. Most of the students choose to go abroad for training after their graduation although there are some who do it during their study time, eg. theatre and performance making students and students in contemporary dance practices, or during summer (in between spring and autumn semester). This activity requires both direction and preparation, and in our discussions with students and staff we have noticed a mixed understanding of what a traineeship requires and what is the role and responsibility of the receiving partner. For instance, we have students who believe they can use this mobility support for making projects abroad with their associates/companions. For this reason, we do believe that we need to create a framework for internships for the sake of clarification and further definition.

Without such a framework the risk of various kinds of dilemma may present itself:

- The student goes for a training to a **mentor** that is in fact not fit for this role and responsibility.
- The **student** will find him/herself in a position where they are doing all sorts of tasks, including those that have nothing to do with their field of training.
- The sending **institution** may find itself in the position of supporting cheap labour.

DEFINITION – TRAINEESHIP

A traineeship gives students the opportunity to obtain training *in the field* and within a particular field of profession.

The training has to be related to the student's field of study and bring about opportunities for enhancing the student's skills and competences in the given field.

The student is able to test/explore the knowledge and skills obtained during studies and apply those in the field (real-life setting).

Traineeships should culminate in: the expansion of student's network, building up of a resumee, increased opportunity for employment and enhanced inter-cultural skills.

Traineeships should entail service and benefits for both: the student works on the tasks designated by receiving institution and obtains training/guidance from the mentor in return.

The position of a trainee can be paid or unpaid, but should always be a temporary position.

The Training agreement defines the objectives of the training, its tasks and learning outcomes, as well as an overall workplan.

By signing the agreement the **receiving partner** commits to providing the training, and the **student** commits to the work and assignments as described in the agreement. The

sending institution is responsible for the mobility scholarship and will provide assistance in case of complications or conflict.

The scholarship is granted on the condition that the student's study department approves the training as described in the training agreement.

DEFINITION – RECEIVING PARTNER / MENTOR

Receiving partner can be a company, institution, an organisation or a self-employed artist/designer. The receiving partner should have an extensive experience in the field and should preferably have a university degree (or a long/outstanding experience in the field). The mentor should have the competence to supervise the trainee according to the objectives set forth in the training agreement. In this way, the traineeship is usually not a peer-to-peer learning experience.

The receiving partner should keep the training and its objectives in mind when determining the tasks of the trainee. A trainee should never become a replacement for a regular employee.

The receiving partner should see to it that the training is both professional and appropriate. It is important that the receiving partner understands its role as a supervisor and does not manipulate the efforts of the student for his/her own good. The receiving partner should guarantee adequate work premises for the student, in line with his/her duties.

The receiving partner must have effective procedures and arrangements in place to guarantee safety in the workplace. Adequate insurance must be intact: travel (if relevant), liability, accident and serious illness, and death. See further:

https://ec.europa.eu/education/we-mean-business/how-host-trainee_en

In general terms, the receiving partner can take up to two students from IUA for training on annual basis, but not more.

SEEKING TRAINING

Students are responsible for finding a suitable destination for their training. Programme leaders and teachers can give advice and possibly through their own networks point students towards suitable mentors.

CODE OF ETHICS – THINGS TO KEEP IN MIND

The training grant covers the period spent abroad for training at the place of the receiving partner. Training taking place in Iceland cannot be covered – not for distance related work nor for projects of receiving partner taking place in Iceland. If part of the training takes place in Iceland, then this period should be deducted from the total number of days of training.

The trainee should not be obliged to work on tasks other than those mentioned in the traineeship agreement, especially those not related to his/her field of study.

The trainee is not obliged to work more hours than indicated in the training agreement.

Should conflicts arise, eg. regarding issues mentioned above, then the student should turn to the international office of IUA for advice.

In case of discrimination or harassment, the student should contact IUA immediately (student councillor or international office) to seek advice and assistance.

Students' friends or current collaborators are not seen as relevant receiving partner/mentor.