



Vocational Internships
Saba Comprehensive School
St. Johns
Saba
Dutch Caribbean

Version October 2021/MJ

Index	Page
SCS Mission & Vision	3
Introduction	4
Internships by Program	5
Responsibilities	6
Insurance	7
Appendix	
1- PPE Agreement	8
2- PPE Rights & Obligations	14
3- SCS Consequences for Impermissible Absenteeism	17
4- Student folder	18
5- Time card	28
6- Liability Insurance	29

Vision

At the Saba Comprehensive School we develop our young people holistically, so that they will make a meaningful contribution to the global society.

We establish a clean, safe and healthy learning environment, in cooperation with all stakeholders

We bring our students to a level of readiness by equipping all with the necessary knowledge and skills. We provide inclusive Quality Secondary education & care

Mission

At the Saba Comprehensive School we promote an exceptional level of education within the (Dutch) Caribbean in an effort to shape unique future leaders who demonstrate high moral values and are proud to be SCS students.

Introduction

Internships are an important part of the vocational stream at the Saba Comprehensive School (SCS). While Internships are not an obligatory part within the Caribbean Vocational Qualifications (CVQ), the SCS deems this a necessary part of the vocational program in order for the students to graduate from the SCS.

The CVQ qualifications level 1 and 2 are normally focused on in school training and assessment and are considered in-school programs. This means that teachers and students operate in an **environment** that **simulate** workplace and work environment.

This entails that the competencies to be demonstrated in order to gain CVQ certification are, for the majority, simulated in the school environment. Therefore, the Internships component of the programs are for the students to gain the invaluable practical working experience with regards to their specific areas of study.

Internships are beneficial because they help develop a student's professional aptitude, strengthen personal character, and provide a greater door to opportunity. By investing in internships, we give the students the broadest spectrum of opportunity when seeking and applying for a job after they have completed their education.

Experiences gained from internships can often assist students with the understanding of the new content they may encounter in their CVQ programs, and/or assist them in getting a future job with the company and build on the skills needed in order to be successful.

The companies the Saba Comprehensive School collaborates with are recognized by Raad Onderwijs Arbeidsmarkt Caribisch Nederland (ROA CN). ROA CN forms the bridge between vocational education and the labor market within the BES. ROA CN ensures proper coordination between the qualifications offered at the school and the labor market. As ROA CN has a thorough knowledge of the local business community and maintains close contact with the vocational institutions on the islands, ROA CN is aware of current developments in vocational education and ensures that training matches the needs of the labor market. ROA CN trains and accredits job coaches and companies that are able and capable of providing students with the quality of training needed.

Before each Internship, the student, his/her parent, the SCS Internship Coordinator and the Job Coach all sign an Internship/PPE Agreement created by ROA CN.¹ Each student receives an Internship Folder² in which he/she writes his or her goals for the Internship. When the Internship has been completed, the student reflects and writes this reflection in the folder and also completes an evaluation form with his/her Job Coach. The student also needs to fill out a time card/sheet³ in order to keep track of his/her internship hours.

¹ See Appendix 1

² See Appendix 2

³ See Appendix 3

Internships by Qualification

- *Community Hosting Services Level II CVQ*

Students attend classes in school and intern for two (2) or three (3) days per week.

Form 4V in school 4 days, practical training 1 day

Form 5V in school 2 days, practical training 3 days

The average workload of an intern (including school) consists out of 40 clock hours/week.

Through this working and learning structure, the students are able to complete over 760 hours per school year.

- *General Construction Level II CVQ*

The students complete a total of 760 hours of Internship over the two years, Form 4 and Form 5.

In the Form 4 year, the students complete 11 weeks of training in two Internship periods. This is usually divided into 5 at the end of Term 1 and 6 weeks in Term 2-3. The students complete 440 hours.

In the Form 5 year, the students complete 320 hours of Internship in 8 weeks of training. This is divided into a 5-week period and 3-week period, with the shorter Internship at the end to allow the students time to work on completing their Portfolios.

The Internships are completed at companies recognized by ROA CN. The students intern at a different company each time to provide them with different opportunities and experiences.

- *Early Childhood Development Level II CVQ*

The students in the ECD program are adults with full-time jobs in the Early Childhood sector. They use their jobs for their practical training. They are in school 1.5 days and the 3.5 days in their working environment.

Responsibilities

The Internship Coordinator checks-in with the Job Coach on a regular basis to inquire how the intern is performing. These checks can be done through a phone call, email, message or site visit. Visits are planned in advance. During these visits both the Job Coach and student are present.

In the case of the General Construction Internships, there are at least four contact moments between the Internship Coordinator and Job Coach.

In the case of the other Internships that happen weekly for longer periods of time, the Internship Coordinator contacts the Job Coach bi-weekly.

The teachers for the different programs also contact the Job Coaches to inquire about the students' progress, what activities they are performing, and they visit the company at least once per week (expected and unexpected visits).

Insurance

The students of the Saba Comprehensive School have the BES health insurance, and are therefore covered in the event of illness or any medical emergency.

The school also has Liability insurance through ENNIA that can cover material damages that may occur accidentally by the student at an internship site. This insurance will not cover any damages incurred at an internship through the negligence of the Job Coach.⁴

⁴ See Appendix 6 for more detailed information on the ENNIA Liability Insurance



***Professional Practical Education
Agreement***

WORKING & LEARNING PROGRAM

Professional Practical Education Working and Learning Agreement

Article 1. Definitions

To avoid confusion article 1 describes the most important terms used in this agreement.

- PPE = Professional Practical Education, in this agreement the PPE outside the school
- Training company = the company where the student does his internship/PPE.
- Job trainer = the person who does the daily activities with the student on the work floor (in Dutch he is called "leermeester").
- Educational institution = the school where the student is registered as participant or student
- PPE coach = the person (usually a teacher of the school) who has contact with the training company, the job trainer and the student during the internship/PPE.
- Internship/PPE = the period a student spends a learning period outside the school in a recognized training company to gain (work) experience in an authentic professional context.
- Workbook = the book with the assignments, assessment criteria, related work processes conform the qualification file and relevant to the students` course, and relevant information about the Saba Comprehensive School
- Assignments = the assignments the student receives from the school to perform under supervision of the job trainer in the company
- Intern = the student who does the internship/PPE. Also called trainee.
- Student = the participant of the program who is enrolled at the Saba Comprehensive School.

Article 2. Parties involved.

The parties listed below agree the following about the PPE period. This agreement describes the agreements between the student, the training company and the Saba Comprehensive School. The Agreement is concluded for the specified time (the period the PPE is being conducted) and is explicitly NOT a labor agreement as meant in the Dutch civil law.

The undersigned parties agree to the following:

Name Training Company:	In case the representative is NOT the job trainer, the person who will perform as job trainer for the student is (Name).....
Address:	
Representative:	Telephone:
Telephone:	Email:
Email:	

(Hereafter referred to as "the training company").

b.

Name of School:
Address:
Representative:
Telephone:
Email:

(Hereafter referred to as "the school")

c.

Name of student:
Address:
ID Number:
Telephone:
Email:

(Hereafter referred to as "the student")

If the student has not reached the age of 18 years, one of the parents or legal care takers must sign this Agreement on behalf of the student.

Article 3. Education program and the PPE period.

The intern is being offered a PPE position in the training company in the department _____ in the period from _____ until _____ as part of his/her educational program _____.

The intern is currently in the ___ year of the program. He/she should be performing as an apprentice at least 5 days per week on the work floor.

He/she should be performing as an apprentice at least 8 hours per day and 5 days per week on the work floor assuming a 40-hour workweek.

The student will have the opportunity to work on the assignments as described in the workbook and has the opportunity to gain practical experiences.

The work hours the student must be present in the company also contain irregular hours. The intern can only be present at irregular hours when he is 18 years or older.

Article 4. Rights and obligations

The three parties recognize each other's rights and obligations as described in the appendix.

Article 5. Contact between the training company, the school and the student.

The intern is and remains student of the Saba Comprehensive School while he is performing the PPE. It might happen the student is being expected at school during "work hours". The job trainer will be informed well in advance if so.

Besides the days the student is being expected at school the Saba Comprehensive School the school also takes the initiative to contact the job trainer on a regular basis. This contact can take place by a telephone, by visiting the company by appointment, or any other ways of communicating such as email. The progress and behavior of the student is being discussed during the contact moment. Each party as mentioned in article 2 must be present when the Internship/PPE Coordinator visits the company.

The Internship/ PPE Coordinator has at least 4 contact moments with the student and the job trainer during the internship/PPE period.

The Internship/PPE Coordinator takes notes during the visits or telephone calls and summarizes them in a form. The completed form shall be presented to the student and the job trainer. If they agree with the content the 3 parties sign.

The conclusion of the internship/PPE is a final interview where the general performance of the student is being evaluated.

Article 6. Illness and absence.

When the intern falls sick or becomes ill he/she notifies the training company according the procedures used by the company. He also notifies the company when is became well again according the procedures used by the company.

When sick or becoming ill the student also notifies the Internship/ PPE Coordinator. When the student is absent due to sickness or illness more than 2 days, he/she will see a physician. The student presents a note from the doctor dated the third day of his sickness or illness after getting well. The doctor's note must be presented to the Internship/PPE Coordinator.

In case the student is forced to not attend internship/PPE one or more days for other reasons then sickness or illness the student must inform the training company and give the reasons why he cannot be present. He informs the Internship/PPE Coordinator giving the reasons as well. The Internship/PPE Coordinator determines whether the absence is permissible or impermissible and what the further consequences will be according the school policy and regulations. Not giving reasons for absence is always impermissible absence.

The Internship/ PPE Coordinator and the job trainer determine together the (im)possibilities of conducting the missed hours after the internship/PPE period as mentioned in article 3. When the absence is impermissible the school regulations apply.

Article 7. Assessment and evaluation.

The job trainer assesses the student by making statements about the students' performance, especially about the given assignments by the school, according to the standards for a starting professional.

He/she uses the evaluation forms and criteria provided by the school. The job trainer is responsible for the assessment per assignment. The school is responsible for the final assessment and grading the PPE. The evaluation of the assignments by the job trainer is the essential input for the school to grade the student. The job trainer evaluates with a Sufficient (done according the standards) or Insufficient (not done, or not done well enough according the standards). When an assignment can't be performed in the company the job trainer notes "does not apply". When this happens, the student is given the opportunity to perform the assignment at school under supervision of the teacher.

The moment of the assessment is agreed upon by the job trainer and the student.

Article 8. Terminating the agreement

The Agreement will be terminated directly after the last day of the internship/PPE noted in article 3.

The agreement can also be cancelled by one of the three parties after giving an explanation to the other parties involved. If the three parties agree the agreement can be cancelled it will be cancelled.

Article 9. Final provision

If this Agreement conflicts with another agreement signed by the company and the student, this Agreement will prevail.

If and when situations occur this agreement doesn` t provide in the legal regulations apply.

Article 10. Complaints and appeal.

If and when the student or job trainer are dissatisfied about the PPE period, PPE organization, preparation of the student, guidance of the student or anything that has to do with the PPE period the Saba Comprehensive School gives the opportunity to file a formal complaint. The Internship/ PPE Coordinator appointed by the school will deal with the complaint. He tries to find a satisfying solution for all parties.

In case the student does not agree with the solution he can file a complaint at the exam committee according to the applicable EER/CVQ Regulations.

signed

Saba, _____, 2021

Intern

Job trainer⁵

Internship/ PPE Coordinator⁶

Parent/Guardian⁷

_____ ⁵ representative company

⁶ representative school

⁷ In case of minor

Appendix 2: Rights and Obligations

The student

Rights:

- Has the right to learn and gain relevant experiences during the PPE
- has a right to be coached by a professional, certified job trainer
- has a right to a workplace which is part of the regular operations in the training company
- is entitled to use the same services the company provides to a regular employee (use of the cafeteria, telephone use etcetera)
- is redundant in the company and NOT in the organization chart
- works schedules employees normally work as well
- is allowed to request a meeting with the job trainer and/or the PPE coach

Obligations:

- adheres to agreements, including the house rules the company uses
- behaves according the normal social etiquette
- must present his progress when the job trainer asks for it
- notifies the job trainer (or his replacement) he is present before his shift starts and when his shift is done
- is responsible for keeping track of his progress and files this daily in his log file

The job trainer

Rights:

- has the right to be informed about the student before the internship/PPE starts and how the student performs and behaves at school
- has the right to be informed about the assignments the student must carry out during the internship/PPE and the assessment criteria used to assess the assignments
- may refuse the student access if the situation asks for it
- is allowed to request a meeting with the student and/or the PPE coach

Obligations

- guide and coach the student during the internship/PPE according the ROA standards

- must use the normal social etiquette
- must report about the students` progress to all involved parties
- adheres to agreements with the student and the PPE coach
- treats the student as any other employee in the company

The PPE coach

Rights:

- may contact the job trainer about the students` progress during the PPE
- has the right to make appointments with the student and the job trainer about the PPE and the progress
- may terminate the PPE agreements in case of compelling reasons
- can adjust the outcome of the job coaches` assessment and convert this to a final grading of the students` performance

Obligations:

- must review the students` performance and grade the performance using the job trainers` observations
- takes initiatives when it comes to making appointments about the progress.
- adheres to agreements made
- provides the job trainer with relevant information about the student, the school and/or the program
- redirect and adjust the process when necessary

The ROA CN

Rights:

- may contact the job trainer, the student and/or the school to monitor the quality of the PPE.
- To suspend or withdraw the recognition as training company from the company the student does his internship/PPE
- Collect data from the company, school and student for research concerning the quality of the PPE

Obligations:

- Inform the school about changes in the status of the training company and/or the job trainer involved in the PPE
- Keep the database of training companies and job trainers up to date

- When seemingly unsolvable problems between the company, job trainer or school occur the ROA CN offers itself as mediator. It is up to the parties involved whether to accept this service
- Monitors the quality of the training company and involved job trainers

Appendix 3: SCS Consequences for Impermissible Absenteeism

What happens if you miss job training WITHOUT giving an Excuse:		
Day ONE (1)	Day TWO (2)	More than TWO Days (2+)
<ol style="list-style-type: none"> 1. Marked ABSENT 2. Ms. Madelyn calls Parent/student 3. Incomplete hours are made-up during weekend or vacation 	<ol style="list-style-type: none"> 1. Marked ABSENT 2. Ms. Madelyn calls Parent/student 3. Incomplete hours are made-up during weekend or vacation 	<ol style="list-style-type: none"> 1. Marked ABSENT 2. Truant Officer is informed if applicable 3. Ms. Madelyn schedules a Meeting with Parent/Student 4. Incomplete hours are made-up during weekend or vacation.

Appendix 4

SABA COMPREHENSIVE SCHOOL

FORM 4 & 5 VOCATIONAL GENERAL CONSTRUCTION



INTERNSHIP FOLDER



INTERNSHIP AGREEMENT

It is the student's responsibility to fill in the Internship agreement & work in the folder.

AFTER YOUR INTERNSHIP/ AT THE END OF THE TERM

When you are back in school after every Internship you make a Report about the Job Training period. The Report needs to describe your experience. Make use of words, pictures and images. Take pictures during the Job Training and insert them in your presentation. Ensure that you have your Job Coach's permission to take the pictures.

- The Report tells
 - 1 about your daily tasks;
 - 2 about the support you received from the Job Trainer;
 - 3 the support from school: the Internship Coordinator, the Guidance & Career Counselor, teachers, and your Homeroom Teachers;
 - 4 about your performance and if you were able to achieve what you wanted to achieve in your PDP;
 - 5 what did you learn? What really surprised you?
 - 6 what went well?
 - 7 what can you change for the next time?
 - 8 how did you act responsibly?

Student Planning:

My Personal Development Plan (PDP) for this period is:

(Discuss this with your Job Trainer during the interview)

1

.....

.....

2

.....

.....

Comments:

.....

.....

.....

.....

STUDENT'S MONTHLY REPORT

Date

.....

What did I learn this month?

.....

.....

.....

.....

.....

What did I enjoy the most?

.....

.....

.....

.....

What did I find difficult?

.....

.....

.....

.....

MONTHLY EVALUATION CHECK-LIST

The Student checks the LEFT side of this form. The Supervisor checks the RIGHT side of this form.

STUDENT			WORK ATTITUDE	SUPERVISOR		
SUFFICIENT	INSUFFICIENT	NOT APPLICABLE		NOT APPLICABLE	INSUFFICIENT	SUFFICIENT
			STICKS TO THE WORK HOURS			
			IS INTERESTED IN THE WORK			
			CONCENTRATES ON THE TASKS			
			IS ABLE TO WORK INDEPENDENTLY			
			IS ORGANIZED			
			IS DEPENDABLE			
			SEEKS NEW TASKS TO WORK ON WITHOUT DIRECTION OF OTHERS.			
			IDENTIFIES AND HELPS SOLVE PROBLEMS			

				SOCIAL PERFORMANCE		
				CAN WORK TOGETHER WITH COWORKERS		
				KNOWS HOW TO DEAL WITH THE MANAGEMENT		
				CAN HANDLE CRITICISM		
				IS FRIENDLY & DISPLAYS PROFESSIONAL BEHAVIOR		
				ASKS FOR HELP / EXPLANATION		
				COMMUNICATES IN AN ARTICULATE MANNER		
				TAKES CARE OF HIS/HER PERSONAL APPEARANCE		
				SKILLS		
				PRESENTS A GOOD QUALITY OF WORK		

			MAKES USE OF SAFETY REGULATIONS			
			HANDLES MATERIALS & TOOLS SAFELY/CORRECTLY			
			PREPARES THE WORKPLACE			
			CLEANS THE WORKPLACE AT THE END OF THE DAY			
			WORK TEMPO			
			KEEPS UP WITH THE WORK SPEED			
			TECHNICAL MAINTENANCE ASSISTANT CORE TASKS			
			EXECUTE HAMMERING ACTIVITIES			
			CARRY OUT VARIOUS PAINTING			
			CARRY OUT BRICK MAKING AND CONCRETE ACTIVITIES			
			CARRY OUT INSTALLATION ASSIGNMENTS			
			PERFORMS TILE WORK			
			MAINTAIN COMBUSTION ENGINE			
			PERFORM WELDING ACTIVITIES			
			OVERALL PERFORMANCE			

Student Signature _____

and Date _____

Job Trainer's Signature _____

and Date _____

Internship Coordinator Signature _____

and Date _____

Parent(s) /Guardian(s) Signature _____

and Date _____

AT THE END OF THE INTERNSHIP

This area is to fill in any comments in general about the job training after every term or after you have finished the job training period. The Internship folder is read and viewed by your Job Trainer, the Internship Coordinator, and your parent(s) /guardian(s).

INTERNSHIP COORDINATOR

Signature:

JOB TRAINER

Signature:

PARENT(S) / CARE TAKER(S)

Signature:

Appendix 5

INTERNSHIP TIME CARD			
Student Name:			
Job Place:			
Dates	Start Time	Stop Time	TOAL TIME
Job Trainer's Signature: _____		Term Total Time:	

Appendix 6 Liability Insurance