



AGREEMENT BETWEEN MEMBER OF PARLIAMENT AND INTERN

1 DEFINITION

1.1 Interns work for Members of Parliament and their staff. They receive no payment other than reimbursement for expenses incurred as is reasonable in the circumstances of their employment. Interns have no formal contractual obligation with the Member of Parliament.

2 OBJECTIVES

2.1 Interns provide an important service for Members of Parliament and their staff.

2.2 This Agreement exists to ensure that their work in Parliament is diverse and fulfilling and is to the mutual benefit of both the intern and the Member of Parliament.

3 PROFESSIONAL DEVELOPMENT

3.1 Internships provide an important opportunity for professional development.

3.2 I will ensure that interns are aware of and have access to training and development opportunities.

3.3 I will also ensure that interns are provided with the information and advice that they need to train for and apply for paid employment.

3.4 I will ensure that there is flexibility in the hours of internships so that interns are able to access training and developmental opportunities, attend job interviews and complete study requirements for any educational courses they participate in.

4 DIVERSITY OF WORK

4.1 To ensure that interns benefit from their experience in Parliament it is important that they have a diverse workload.

4.2 My staff and I will ensure that interns work on a variety of tasks.

4.3 I will ensure that interns are given tasks that will help them develop the skills and abilities that they need for future employment.



5 EVALUATION

- 5.1 Regular evaluation is an important part of professional development.
- 5.2 I will ensure that interns are given regular feedback either by my staff or me.
- 5.3 I will also ensure that interns have regular opportunities to provide feedback to the office.
- 5.4 I will ensure that interns receive a formal evaluation at the end of their time in office.

6 PAYMENT

- 6.1 I will ensure that interns are informed before they start their placement of any payment and/or expenses that they will receive.
- 6.2 I will ensure that interns are informed in advance of any changes to their payment and/or expenses during their placement.

7 REPRESENTATION

- 7.1 I will ensure that interns have access to representation in Parliament through Unite the Union or through other advocacy organisations.
- 7.2 These organisations will represent the interests of interns in Parliament in accordance with this agreement.

8 ASSURANCES

- 8.1 These assurances exist to ensure that interns have a diverse and fulfilling experience in Parliament and are able to develop professionally.
- 8.2 In response to these assurances the intern will work in a professional and timely manner and will abide by expectations of confidentiality.

Signed by the Member of Parliament Date.....

Signed by Intern Date.....