

# Employer Information Sheet

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## Programme Designation

The *Internship New Zealand* programme is designed to enable students currently engaged in tertiary studies to come to New Zealand to undertake practical training required by their institution as part of their course requirements. All participants must be able to produce documentary evidence of their eligibility for this programme, and that they have met the requirement of prearranged employment.

## Programme Purpose

Many foreign universities and tertiary institutions require that students do internships either at home or abroad to gain practical experience and training related to their course of study. A meaningful work experience can also play an important role in personal development, particularly when this experience is in an international setting.

Companies that hire foreign interns on this programme find that this broadens their staffs' understanding of a foreign culture and stimulates new business ideas. The students have been pre-screened by *Internship NZ* for this programme, so that you can be assured that all legal and programme requirements are met. They are highly motivated, well qualified and will be eager, in the years to come, to continue professional and commercial contacts as they take on positions of prominence in their fields.

## The Employer Offer Form

In accordance with these guidelines agreed between the New Zealand Immigration Service and *Internship NZ*, we would ask that you fill in the **Employer Offer Form**. Please give as much detail as possible about the specific tasks and responsibilities that the intern will undertake while at your company or organization or institution.

The **Trainee Agreement form** will be completed by the Intern and *Internship NZ* will ensure that both Employers and Interns will gain the maximum benefit from the programme.

Upon completion of the Employer Offer form, please return it to *Internship NZ*. *Internship NZ* require a faxed copy (or email) PLUS originals posted to them. (New Zealand Immigration Service require *Internship NZ* to forward originals to them).

## Employer Information Sheet (continued)

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### How you are helping New Zealand Students

All Internship/Trainee programmes are regulated by government-approved agreements. *Internship NZ* offers reciprocal “Work Abroad” programmes, which allow many New Zealand students to have internships abroad. When you hire a foreign student you are opening up a similar opportunity for a New Zealander abroad.

### Duration of Internship / Extensions

The work permit is issued for the exact dates of internship, as per the student’s university requirement. At the end of the internship, an intern can apply for an extension of up to six months at a time. Both employer and intern must request the extension. The terms of the internship must have been met. Applications for extensions can be made to *Internship NZ* using the appropriate form.

### Wages

The only cost to the employer is the intern’s wage. We ask that the interns get paid what workers doing the same job are being paid (we do not want the interns exploited). We advise our interns that the minimum wage in New Zealand is \$11.25 per hour, and that in most cases they will be paid more than this. We ask that the interns get between 30 – 40 hours per week (or enough for them to “live” comfortably).

If the intern proves they are reliable and a good worker we would like the intern to be able to work in as many roles as possible to fulfill their internship requirements. We **ONLY** expect this if they have proved they are of value and this would be of assistance to the employer.