



# INTERNSHIP AGREEMENT

**Note: This is a Sample Template. Kindly contact the MCAST Apprenticeship and Work Based Learning (AWBL) Department for a copy of your programme-specific agreement.**

An Agreement entered into today the *(Insert date)* \_\_\_\_\_

## CONTRACTING PARTIES

On the one part:

**BETWEEN** Dr Romina Borg, Director Work-Based Learning, Identity Card Number 0476277M who is appearing hereon for and on behalf of The Malta College of Arts, Science and Technology (MCAST), duly authorized in terms of the MCAST Board of Governors Resolution number 49/2020, hereinafter referred to as the **MCAST**.

**On the other part,** *(Details of Employer to be inserted here)*

(Name and Surname) \_\_\_\_\_ Identity Card Number \_\_\_\_\_, residing at \_\_\_\_\_ who is appearing hereon for and on behalf of \_\_\_\_\_ duly authorized in terms of \_\_\_\_\_ hereinafter referred to as the **SPONSOR**.

**On the other part,** *(Details of Student to be inserted here)*

(Name and Surname) \_\_\_\_\_ an MCAST student and bearer of Identity Card Number \_\_\_\_\_ residing at \_\_\_\_\_ hereinafter referred to as the **INTERN**.

Collectively referred to as the '**PARTIES**'.

## PREAMBLE

**WHEREAS** the MCAST is an Education Institution which qualifies as a VET Provider in terms of the Work-Based Learning and Apprenticeship Act (Chapter 576 of the Laws of Malta).

**WHEREAS** the INTERN is a student following a course entitled \_\_\_\_\_



\_\_\_\_\_ within the  
Institute \_\_\_\_\_ at the MCAST which  
course includes a work-based learning component of \_\_\_\_\_ hours.

**WHEREAS** the SPONSOR is an individual / organization approved by the MCAST to deliver the work-based learning component of the above-mentioned course in the form of an INTERNSHIP which INTERNSHIP shall consist of the skills / technical occupation as specified in the course outline attached (Annex 1).

**WHEREAS** the SPONSOR has agreed to engage and remunerate the INTERN, who accepts with the approval of the MCAST.

**WHEREAS** the PARTIES wish to regulate their relationship.

**NOW THEREFORE** the PARTIES hereto agree as follows:

## INTERPRETATION

Unless a clear contrary intention appears:

- i. The defined terms herein shall apply both to the singular and the plural forms of such terms.
- ii. Any pronoun shall include the corresponding masculine, feminine and neutral forms.
- iii. The headings contained in this agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this policy.
- iv. In the absence of clearly defined terms, the definition provided by the Work-Based Learning & Apprenticeship Act (Chapter 576 of the Laws of Malta) shall apply.

## THE AGREEMENT

### 1 Term of Agreement

1.1 This Agreement is effective from the \_\_\_\_\_ up to \_\_\_\_\_ and will not be renewed for further periods.

1.2 Since for the purpose of SL 452.81 entitled *Contracts for Services for a Fixed Term Regulations* there is an objective reason why an incumbent in this position should not attain indefinite status if employed in excess of the legal limit stipulate in these Regulations by virtue of the fact that the position being offered to the INTERN is an internship and forms part of study programme the INTERN is enrolled with at the MCAST and hence the service rendered by the INTERN to the SPONSOR will remain on a definite basis.

### 2 Training



- 2.1 The SPONSOR undertakes to coach, train and mentor the INTERN as per course requirements.
- 2.2 The PARTIES agree that the Internship programme shall comply with the Training Plan established. Further information including the course outline and learning outcomes is accessible from <https://www.mcast.edu.mt/full-time-programmes/>.
- 2.3 For the fulfilment of the obligation outlined in article 2.1, the SPONSOR appoints \_\_\_\_\_ as the Lead Trainer who shall have the responsibility of coaching, training and mentoring the INTERN throughout the term of this agreement.  
Provided that, in the event that the Lead Trainer can no longer fulfil his / her obligations vis-à-vis the INTERN due to termination of employment or otherwise, the SPONSOR shall within five (5) working days appoint a new Lead Trainer and inform both the MCAST and the INTERN accordingly.
- 2.4 The coaching, training and mentoring of the INTERN shall take place within the premises of the SPONSOR or any other location which is deemed necessary by the SPONSOR, after any premises have been inspected and approved by the MCAST.  
Provided that, activities taking place outside the premises shall be limited to \_\_\_\_\_  
\_\_\_\_\_  
*(Insert other address if different from address of sponsor indicated in page 1)*
- 2.5 It is the responsibility of the INTERN (i) to furnish the Lead Trainer with all the necessary information pertaining to the Internship, upon request, which includes information related to assignments and reports (ii) to furnish the sponsor representative any other information / condition / treatment which may be relevant to his work performance and next of kin details.
- 2.6 The INTERN agrees to follow instructions as given by the SPONSOR and to conscientiously fulfil the tasks assigned to the INTERN and shall follow the training provided in order to achieve the knowledge, skills and competences as outlined in the Training Plan.
- 2.7 The INTERN shall fulfil the requirements listed in the Training Logbook / Portfolio / AWBL module, while working in collaboration with the MCAST officials.
- 2.8 The SPONSOR shall actively collaborate with the MCAST as a means of ensuring high quality on-the-job training and shall allow access for monitoring purposes by the MCAST official representatives and other officials who are authorised by the MCAST.



Provided that, access shall be allowed by appointment which appointment shall be granted to the MCAST official by the SPONSOR by not later than five (5) working days from when the request is made.

### **3 Observation Period & Probation**

3.1 The PARTIES agree that the first \_\_\_\_\_ hours shall consist of an Observation Period during which no remuneration shall be due to the INTERN.

3.2 The PARTIES agree that the first \_\_\_\_\_ of the INTERNSHIP shall consist of a Probationary Period during which all the rules and regulations governing the Probation Period shall apply.

Provided that, for the avoidance of doubt, the Observation Period shall form an integral part of the Probation Period.

### **4 Remuneration**

4.1 The SPONSOR shall compensate the INTERN at the rate of € \_\_\_\_\_ per hour.

4.2 Should the INTERN exceed the stipulated hours in this contract, then the overtime rate of € \_\_\_\_\_ shall apply. Overtime shall be regulated in terms of the Employment and Industrial Relations Act (Chapter 452 of the Laws of Malta). Overtime rates are those applicable to full-time employees (1:1.5 or 1:2) and not less than the National Statutory minimum wage rate per hour.

4.3 The INTERN shall be entitled to the pro-rata Government Bonus.

4.4 The SPONSOR shall be responsible to register the intern with JOBSPLUS as PART-TIME CASUAL – DEFINITE CONTRACT for the payment of National Insurance for the purposes of Social Security.

4.5 In addition to the payment as stipulated in article 4.1, the INTERN is also entitled (subject to eligibility criteria) to payment of Students' Maintenance Grants as per Education Act CAP. 605. Maintenance Grants are revised by a pro-rata yearly COLA or part thereof. Established rate for 2021 is €91.75 / four (4) weeks for courses of studies classified as general and €160.55 / four (4) weeks for courses of studies classified as prescribed, payable during academic year. No top-up stipend / Summer Special Stipend is due.

### **5 Time-off and Leave**



5.1 The SPONSOR shall allocate to the INTERN time-off for the purpose of school-based learning, which shall include days when the INTERN has to attend any form of assessment at the MCAST. The MCAST shall endeavour to as far as possible not schedule assessment on days when the INTERN is due to attend at the place of work.

5.2 The INTERN shall be entitled to paid leave on a pro-rata basis, which leave shall include but is not limited to: normal vacation leave and sick leave. In this regard, the laws and regulations in relation to leave and particularly the provisions of the Employment and Industrial Relations Act (Chapter 452 of the Laws of Malta), shall apply.

Provided that the SPONSOR shall not deduct any leave on any day during which the learner shall be required to attend school-based learning as part of the training programme.

## **6 INTERN's conduct at the Place of Work**

6.1 The INTERN shall demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

6.2 The INTERN shall obey the policies, rules and regulations of the SPONSOR, which shall include but are not limited to collective agreements, plant agreements or service agreement applicable to the training relationship, which shall be made available to the INTERN, and comply with the SPONSOR's business practices and procedures.

## **7 Confidentiality**

7.1 The PARTIES acknowledge that it is inevitable that during the course of this agreement, the INTERN shall come into possession of certain confidential information, which information may include personal data and commercially sensitive data.

7.2 The INTERN shall not during or after the term of this agreement make use of such information or data for the INTERN's own benefit or the benefit of others.

7.3 The INTERN shall not at any instance divulge or disclose the said information or data to others, unless specifically authorized to do so in writing by the SPONSOR, which authorization shall be made available to the MCAST.

7.4 The above-mentioned information includes, but is not limited to:



- (a) Data of Employees / Students / Customers / other third parties
- (b) Patents, formulas or new technologies
- (c) Data entrusted to the SPONSOR by third parties
- (d) Business / Commercial strategies
- (e) Documents and processes explicitly marked as confidential

7.5 The SPONSOR reserves the right to instruct the INTERN to irretrievably destroy any or all Confidential Information in the latter's possession, and the INTERN is bound to carry out such instructions immediately.

## **8 Data Protection**

8.1 In entering into this agreement, the INTERN acknowledges that the MCAST and the SPONSOR will process the INTERN's personal data at any time in accordance with the relevant Data Protection Laws.

8.2 On the MCAST's or the SPONSOR's request, the INTERN shall provide any of the data as requested and the same shall communicate to the MCAST and to the SPONSOR any changes in the data requested without undue delay.

8.3 On the other hand, the MCAST and the SPONSOR bind themselves to collect, process and store such personal data pertaining to the INTERN in accordance with the provisions of the General Data Protection Regulation (GDPR), with utmost importance being given to the protection, security and privacy of the INTERN's personal data.

8.4 The SPONSOR shall retain such data for the duration of the professional relationship between the Parties.

8.5 In line with the provisions of the GDPR, the INTERN benefits from numerous rights concerning the handling and processing of his / her personal data by the MCAST and the SPONSOR. In case of any queries or questions regarding his / her personal data, the INTERN can contact the MCAST's and / or the SPONSOR's Data Protection Officer.

## **9 Occupational Health & Safety**

9.1 The INTERN shall apply all Occupational Health and Safety measures in line with any activity that the SPONSOR is operating in and in line with current legislation, technical requirements and any management instructions.



9.2 The INTERN shall report any health and safety mishap including near miss events to both the SPONSOR and the MCAST.

9.3 It is the INTERN's responsibility to ensure that he / she abides by Health & Safety policies and procedures of the SPONSOR.

9.4 It is the INTERN's responsibility to ensure that he / she familiarises himself / herself, with all safety measures within the working environment.

9.5 The INTERN shall report immediately to his / her Lead Trainer any actual or potential occupational hazard.

## **10 Breach of this agreement**

10.1 The SPONSOR shall inform the MCAST without delay of any shortcomings on the part of the INTERN so that the necessary action may be taken, which action may include but is not limited to disciplinary proceedings and termination of this agreement.

10.2 The INTERN shall inform the MCAST without delay of any shortcomings on the part of the SPONSOR so that the necessary action may be taken, which action may include but is not limited to the termination of this agreement.

10.3 Without prejudice to the procedure outlined in clause 13 of this agreement, should the MCAST receive any information about breach of conduct at the place of work, it shall endeavour to resolve the shortcoming without delay, following which the INTERN or the SPONSOR (as the case may be) will be informed in writing of the alleged breach and be allowed a period of fifteen (15) days from the date of service of notification in writing to remedy the situation.

## **11 Termination**

11.1 Upon the lapse of the Probation Period, neither the SPONSOR nor the INTERN may terminate the Internship and this agreement, without the written consent of the MCAST who shall grant the said consent at its sole discretion when it appears that there is just cause for any of the said parties to terminate the Internship and this agreement. Following formal consent being granted by the MCAST, the INTERN and the SPONSOR shall fill in the Termination form as prescribed by the MCAST.



11.2 The MCAST may terminate this Agreement if it is of the opinion that this is necessary after reviewing the progress of the INTERN. Reasons for terminating the Agreement include but are not limited to:

- (a) Ensuring that the INTERN receives the adequate training
- (b) Where the INTERN is failing to comply with the terms and conditions of this Agreement
- (c) Where the INTERN is diagnosed with a health issue which is affected by the place of Work. In this case, the MCAST may engage its own medical professional to carry out the required medical examination.

Provided that, the MCAST shall inform all PARTIES of its decision within five (5) working days.

11.3 This Agreement shall be terminated with immediate effect if the INTERN formally resigns or is officially de-registered from the programme of studies. The MCAST shall inform the SPONSOR of the said resignation within three (3) working days of receipt of resignation.

## 12 Force Majeure

12.1 The PARTIES agree that in the case of force majeure, this agreement may, following agreement between the MCAST and the SPONSOR, be suspended or terminated. The INTERN shall be informed in writing (even if by electronic mail) of the decision.

12.2 Should this agreement be suspended, the INTERN shall not attend the place of work until the INTERN is advised to do so by the MCAST and the SPONSOR. For the avoidance of doubt, during the period of suspension no remuneration shall be due to the INTERN by the SPONSOR.

12.3 Should this agreement be terminated, the SPONSOR shall ensure that the INTERN is remunerated in full for all the hours recorded at the place of work.

12.4 Force majeure includes but is not limited to: natural disasters, pandemics, energy blackouts, unexpected legislation, lockouts and industrial action.

## 13 Dispute Resolution

13.1 Where during the period of the internship any dispute arises between the any of the Parties, the provisions of Article 25 of the Work-Based Learning and Apprenticeship Act (Chapter 576 of the Laws of Malta) shall apply.





13.2 This Agreement shall be governed by and construed in accordance with the laws of Malta.

#### **14 Communication Among the Parties**

14.1 Any communication required or authorized by this Agreement, from either Party to the other, should be delivered in written form, signed by the respective party legal representative, at the address and / or email address below, personally or mailed.

**The Malta College for Arts, Science & Technology**

**AWBL Department**

Reno C Borg Building

Triq Kordin

Paola, PLA 9032

Malta

Email: [industrypartner@mcast.edu.mt](mailto:industrypartner@mcast.edu.mt)

14.2 Whenever any Party changes its mailing addresses, the new address should be informed to the other Party immediately.

#### **15 General Provisions**

15.1 Nothing in this Agreement is intended or shall be construed to create or establish an agency, partnership, or joint venture relationship between the Parties hereto.

15.2 In the case any of the sections, clauses, term or parts in this Agreement are declared illegal, effect less or unenforceable, all other sections, clauses, terms and / or parts shall remain unaffected and remain enforceable.

15.3 The lack of enforcing of any rights or faculties this Agreement grants the Parties do not imply renounce to it, remaining all sections of this Agreement enforceable until the Agreement reaches an end.

15.4 Every and each change or amendment made to this Agreement must be formalised in an Addendum, signed by all three Parties.

15.5 The Parties sign one (1) original agreement which agreement is to be deposited at the MCAST



REMUNERATED INTERNSHIP

Apprenticeship and Work-Based Learning Department. An authenticated copy shall be issued upon request. Each party shall be bound on their own and on behalf of their successors in title / assignees as applicable. Upon signing of the agreement the SPONSOR is to register the INTERN with JOBSPLUS.

The Parties have indicated their acceptance of this Agreement by executing it below.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
For and on behalf of  
MCAST  
VET Provider



**ANNEX 1**

SAMPLE TEMPLATE