

A top-down view of a desk setup. In the upper right, a portion of a white laptop is visible, showing the keyboard and trackpad. To its left is a white spiral-bound notebook with a green cover and a green tab. Two silver paper clips are placed on the notebook: one on the left edge and one in the center. A small green rectangular object is also on the notebook. In the lower right, a teal-colored coffee cup is filled with dark coffee. The background is a plain, light-colored surface.

**iapi**

**Recommended  
Internship  
Policy**



## IAPI's Recommended BEST PRACTICE Internship Policy

### CONTEXT

Here at IAPI we have had numerous requests over the years for a recommendation for policy for our members around the area of internships.

This is always a difficult area, as currently there is no legal definition of an intern under Irish Law.

Any business should be aware that depending on the type of work carried out by an intern and the reality of the day-to-day relationship between the intern and the business, there is a risk that the intern will be deemed an employee by the Workplace Relations Commission, or the Labour Court on appeal or the Courts. If the intern is held to be an employee, then they are entitled to the National Minimum Wage.

IAPI would officially state that we do **NOT SUPPORT** unpaid internships within our membership.

We encourage our members to consider the following –

- 2020 [Grad Ireland Graduate Salary & Recruitment Trends Survey](#), 82% of employers surveyed said that they offered internships.
- This research shows that on average it is 6 months or longer in duration.
- 98% of employers pay their interns.

### How should employers define the internship?

- If a business wishes to engage an intern on an unpaid basis in Ireland, then it would be our advice that the internship is very short.
- **It must be mainly educational.**
- **The benefit should flow to the intern not to the business.**

### IAPI WOULD RECOMMEND THE FOLOWING POLICIES BE ADAPTED TO COMPLIMENT / ENHANCE YOUR AGENCY'S INTERN GUIDELINES –

- **Provision a living wage be provided to interns.**
- **Travel insurance provided for any business travel incurred during internship.**
- **Time sheets should be completed for the intern keeping a record of their working hours in the interests of compliance and transparency.**
- **Statutory annual leave benefit as set out in [Organisation of Working Time Act, 1997](#)**
- **Access to the IAPI [smash EAP](#) during the term of the internship.**
- **Access to IAPI [Training & Events](#) during the term of the internship.**
- **Publish Internship opportunities on the [IAPI jobs page](#).**

### FOR INTERNS LOOKING FOR PLACEMENTS

View IAPI member internship opportunities on our [JOBS PAGE](#). Members will post openings here as they become available. Please contact [Keith@iapi.com](mailto:Keith@iapi.com) if you have any further enquiries regarding internships.