



## **Aims Of Internship Programme Toolkit**

### **FOR THE ORGANISATION**

- A strategic approach to training and professional development for both the present and future workforce, focused on supporting music leaders to develop more inclusive approaches.
- An evidence-based methodology which can be taken forward by all staff and used to provide a joined-up experience for someone entering the organisation to thrive
- Supporting the whole organisation to get behind that young person, understanding the role of the intern in the organisation
- Understanding the contribution the young person's insight and experience can bring to the organisation giving to them and looking for opportunities for the Music Hub being more inclusive as a result of intern's perspective
- A toolkit of resources that can be used and adapted easily to be responsive to the needs of staff and the intern

### **FOR THE INTERN**

- YP getting experience of a workplace for the first time, making it a safe and supportive place to learn
- A structured and worthwhile work experience, providing a variety of opportunities to develop and learn new skills, gain transferable skills and knowledge
- The opportunity to effect change
- A focus on the next steps and leaving in a better position to enter the world of work as a result of the placement
- Understanding of the wider eco-system so more opportunities are opened up as a result of the placement

## TOOLKIT CONTENTS

<b>SECTION NAME</b>	<b>RESOURCE NAME</b>	<b>DESCRIPTION</b>	<b>ACTIVITY CATEGORY</b>	<b>STATUS</b>
PREPARATION	Resources to support organisations	Examples of useful resources and best practice information to support the development of individual organisations' toolkits	Pre-employment/ Research	Complete
RECRUITMENT	Job advert	Advert for Our Future Music Leader role	Pre-employment	Dates/ wages needed
	Full job pack	As above, including further role, person specification and how to apply details	Pre-employment	Up to date details needed (e.g. dates, wages)
	Advert placement ideas	Extract from Weston Jerwood Creative Bursaries Programme 2017-2019, Recruitment Guidance and Ideas	Pre-employment	Complete
	Interview activity ideas		Pre-employment	Complete
	Offer letter	Template acceptance letter pulling out details in the contract	Pre-employment	Up to date details needed (e.g. dates, wages)
	Contract	Based on current Brighton & Hove Music & Arts internship contract	Pre-employment	Up to date details needed (e.g. dates, wages)
	Application form	Based on Artwork Arts Council application	Pre-employment	Complete
INDUCTION	Organisational expectations checklist	Information to support introduction to the organisation	Induction	Complete
	Musical interests and skills audit	Independent audit for the intern to complete	Induction/ progression	Complete
ACTIVITIES	List of administration activities	Examples of the types of administration tasks intern can do to support the team	Supporting the team activities/ Administration	More information needed
	Internet activity	Example of the type of independent activity an intern can do to support the marketing team and get to know the organisation	Supporting the team activities/ Administration	Complete (more up to date information may need to be added)

	Observation sheets	A range of observation sheets to support observation of sessions and identification of how music leaders meet Youth Music Quality Framework	Observation/ Facilitation	To be made for specific activities
	Examples of Personal Projects	Some suggestions of activities that an intern might like to do	Personal Project/ Progression	Complete
	Activity template	Example of a template and format that can be used to develop individual activity sheets for the intern		Complete