

Technical Skills Internship Agreement

This Technical Skills Internship Agreement ("Agreement") is made and entered into by and between:

Intern Name: _____

Institution Name: _____

Internship Provider: _____

Internship Supervisor: _____

Internship Duration: From _____ To _____

Location: _____

1. Objectives

The purpose of this internship is to provide the intern with hands-on technical skills experience relevant to their vocational training curriculum.

2. Intern Responsibilities

- Comply with workplace rules, regulations, and policies.
- Complete assigned tasks and projects as per supervisor's directions.
- Maintain regular attendance and notify the supervisor in case of absence.
- Respect the confidentiality of information.

3. Internship Provider Responsibilities

- Provide learning opportunities and appropriate supervision.
- Offer feedback to support the intern's development.
- Ensure a safe, inclusive, and respectful internship environment.

4. Supervision and Assessment

The supervisor will conduct regular reviews of the intern's progress, provide feedback, and complete any necessary assessment documentation required by the institution.

5. Duration & Hours

The internship shall commence and end on the dates stated above. Expected working hours are _____ per week, subject to mutual agreement.

6. Termination

This agreement may be terminated by either party with prior notice. Grounds for immediate termination include gross misconduct or violation of policies.

7. Acknowledgment

By signing this Agreement, all parties acknowledge and agree to its terms and conditions.

Intern:

Date: _____

Internship Provider:

Date: _____

Institution Representative:

Date: _____