

# Vocational Trainee Internship

## Terms and Conditions

### 1. Internship Period

The internship shall commence on \_\_\_\_\_ and conclude on \_\_\_\_\_. Any extension or early termination must be agreed upon by both parties in writing.

### 2. Working Hours

Working hours will be from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_ days per week.

### 3. Duties and Responsibilities

- The intern shall perform tasks and assignments as directed by their supervisor.
- The intern is expected to abide by company policies and maintain professionalism at all times.
- All work undertaken must comply with confidentiality and privacy policies.

### 4. Stipend and Benefits

The intern shall receive a stipend of \_\_\_\_\_ per week/month (if applicable). No additional benefits are implied unless otherwise stated.

### 5. Attendance and Leave

- Regular attendance is required. Absence must be communicated in advance to the supervisor.
- Interns are entitled to \_\_\_\_ days of leave during the internship period.

### 6. Confidentiality

The intern agrees not to disclose any confidential or proprietary information obtained during the internship period.

### 7. Termination

The internship may be terminated by either party with \_\_\_\_ daysâ€™ notice in writing.

### 8. Certification

Upon successful completion of the internship, a certificate will be provided by the company.

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Intern Signature & Date

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Supervisor/Manager Signature & Date