

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 _____ days' notice in writing.

8. Certification

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

Intern Signature & Date

Supervisor/Manager Signature & Date