

CHECKLIST THE IDEAL INTERNSHIP CONTRACT

Before your internship starts, it is important to sign an internship agreement. This way, you will know what to expect from your employer, and vice versa. With an internship agreement, you ensure that you receive what you are entitled to!

Have you received an internship agreement from your company or school? Follow our checklist below, to find out if the most important points are included.

IS YOUR INTERNSHIP CONTRACT IDEAL?

✓ **Compensation**

If you want to find out if you have the right to an allowance during your internship, check the collective labor agreement ('cao') for the sector you are interning in on cnv.nl/caos. Search within the cao by pressing ctrl + F and look for 'stagevergoeding' (internship compensation) to see if the union has already made an agreement about a minimum internship allowance for you. The compensation you agree upon with your internship employer should never be lower than this amount! If there is no 'cao' agreement for you yet, you can discuss a fair compensation with your employer.

What is a fair internship compensation?

As a union, we consider a minimum of 500 euros per month for a full-time internship fair, regardless of your education or sector. This amount is based on a study by Nibud (2021), which shows that students typically earn this amount with a part-time job, which they often have to quit upon starting their internship.

✓ **Working hours**

Make clear agreements in advance about the hours you are expected to work. This way, you can avoid having to work overtime.

✓ **Activities and educational goals**

An internship is about learning! Make sure the tasks you are expected to execute are stated in your internship contract and include how these tasks contribute to your educational goals. This way, your employer is aware of your educational goals, and you can speak up when your tasks do not align with them. The days when interns are merely hired to serve coffee are truly over!

✓ **Expense and travel reimbursement**

During your internship, you might make expenses related to your work. Travel costs, for example, or the cost of buying tools or clothing needed for the internship. When these expenses are necessary for you to perform your internship, it is customary for your internship employer to reimburse them. Make sure you discuss these costs with your internship employer before you start your internship and state the outcome in your contract.

✓ **Internship supervision**

To learn as much as possible from your internship, good supervision is crucial. Your internship contract should therefore contain a section on who your internship supervisor will be and detail how they will guide you throughout the assignment. In this way, you ensure a good learning environment.

If you find that something is missing from your contract upon using this checklist, discuss this with your internship organisation. You can also ask us for advice! Scan the QR code and send us a Whatsapp message.



Have you signed an internship agreement, but your internship company is not adhering to the agreements? Let us know! As a union, we also help you out with legal issues for free.