



GUIDELINE ON APR ATTACHMENT/ INTERNSHIP PROGRAMME

Purpose:

To provide opportunities for Scout Executives and potential Scout Executives from NSOs and to young adults, fresh college graduates from universities for training in Scouting field activities and office operations through assigning projects and hands on activities that will enhance the individual's knowledge and skills in specific areas.

Objectives:

The objectives of the internship programme are:

- To provide opportunity to the present full time Scout Executives or volunteers serving in national Scout organizations (NSOs) with diverse academic background and experience to be assigned to the World Scout Bureau/Asia Pacific Region on specific assignments where their professional experience can be enhanced through practical work assignments;
- To provide a framework by which College graduates (bachelors degree) and post-graduates (masters degree) young adults/students from diverse academic background may be nominated to undertake assignment at the World Scout Bureau/Asia Pacific Region where their educational experience can be enhanced through practical work assignments; and to expose young adults/students to the work of the Scout Movement.

Location on Assignment

Executive/ Internship assignments will take place both at the APR office and in the field as per the demand of the project.

Language Requirement

The working language of the region is English. Therefore, Executives/Interns shall be fluent in spoken and written English.

Type of Assignments

The work is desk- based and on- site or fieldwork in Asia- Pacific Region. It will include project formulation, monitoring and/ or evaluation, research and preparation of papers, preparing work for and participation in activities and meeting etc. In normal circumstances the duration shall not be less than 3 months & not more than 6 months.

Financial liabilities

In principle, interns will not receive remuneration from World Scout Bureau/ Asia-Pacific Region. Cost of travel and accommodation, living expenses included, are the responsibility of individuals or their sponsoring institution.

Allowances

A moderate allowance to cover part of the accommodation cost plus inland transport on the project location will be made available from the project budget on a case-to-case basis, depending on the budget available. During field assignment outside base location, food and accommodation will be provided.

Health Insurance

The sponsoring organization/ institution will be responsible for medical/health insurance for the period of the assignment.

Selection Procedure

1. The APR Office will identify the projects for the executive/intern's assignment upon receiving the applications from NSOs or from other institutions.
2. The APR Team identifies the executives/interns and in consultation with appropriate authority and invites the person for the assignment.
3. The Regional Director and his team will make the final selection.

Commencement

Any executive/intern should begin the assignment only after they have agreed to the guideline and the conditions on the Program.

Reports

1. Upon completion of the assignment, the executive/intern shall submit a brief summary report including an evaluation on the prescribed form, before departure from the base location.
2. The World Scout Bureau/APR will also send interns performance report to the sponsoring NSO/Institution.

Others

1. All assistance needed will be provided for in arranging suitable accommodation, receiving at the airport on arrival and providing the necessary documentation for seeking the prior visa & its extension upon acceptance of the attachment internship program.
2. During the assignment, the intern will be directly reporting to a designated Director, depending on the nature of the assignment.
3. The working hours, leave of absence, holidays and non-working days during assignment, will be based on the House Rule of the regional Bureau.