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DRAFT

Project Plan for the CEN Workshop on European Quality Framework for Students Internships (CEN WS 095) (to be approved during the Kick-off meeting on 9 November 2018)

1. Status of the Project Plan

Draft Project Plan, to be approved at the Kick-off meeting to be held in Brussels at CEN-CENELEC premises.

2. Background to the Workshop

Context

Internships play a key role for young people's integration into the labor market. They are essential in bridging the skills gap between education and work. However, a large portion of internships do not fulfil their purpose as they are badly or poorly designed. Many initiatives and legislations have sprung up around Europe to provide a quality framework and guarantee the professional development of interns. Nevertheless, proliferation of various quality frameworks leads to a lack of credibility and hinder the mobility of young professionals as different standards may apply in different countries ; making it more difficult to easily identify quality internships.

In 2017, the SPRINT project "Standardize best Practices about INTernships" started in the frame of the Erasmus+ programme. It aims to improve young people's integration into the labour market by creating a common standard of quality for internships in higher education in Europe. One of the purposes during the first year of the project was:

- Mapping and comparison of legislations on internships in the EU member states;
- Identifying existing "standards" on internships and their quality indicators that already exist in different countries;
- Identifying good practices to ensure quality of the internship ;
- Gathering any other relevant data for the creation and dissemination of the standardization work

Apprenticeship is not covered by the scope of this work.

The legal environment:

In the frame of SPRINT project, a mapping and comparison of national regulations on internships in 29 European countries (including Switzerland) was realized.

¹ Here the date of updating should go, updated by the last editor



38 At the European level, [Council recommendation on quality framework for traineeship \(10th](#)
39 [March 2014\)](#) recommends to the Members States to improve the quality of traineeships, in
40 particular as regards learning and training content and working conditions, with the aim of easing
41 the transition from education, unemployment or inactivity to work. It gives some principles for a
42 Quality Framework for Traineeships. This recommendation is not mandatory.

43 Existing standards and standard related activities and documents:

44 There is no existing European standard or national standard related to a European Quality
45 framework for Students Internships. Nevertheless, a link might be established at international
46 level with the work done by ISO/TC 260 on Human Resources Management.

47

48 **Motivation for the creation of this Workshop**

49 This Workshop was created in order to disseminate the study results undertaken in the
50 European project entitled SPRINT - Standardize best Practices about INTernships in the frame
51 of the Erasmus+ programme.

52

53 **3. Workshop proposers and Workshop participants**

54 • Original proposers of the Workshop

55 The workshop agreement is proposed by the SPRINT Partners: University Paul-Valéry
56 Montpellier 3 (France), InternsGoPro (Belgium), French Standardization Institute
57 (AFNOR - France), Trade Union Youth Plus (Sindikat Studentov, Dijakov in Mladih
58 Brezposelnih-Slovenia), Uniser Soc. Coop Onlus (Italy), EURASHE (European
59 Association of Institutions in Higher Education-Belgium), the Adecco Group (Switzerland)

60 • Participants at the Kick-off meeting

61 The participants at the Kick-off meeting will be the SPRINT Partners mentioned above and
62 stakeholders coming from the three categories of stakeholders identified:

- 63 ○ Students, Young people, young graduates
- 64 ○ Trade unions, Youth organizations, NGOs
- 65 ○ Companies/employers
- 66 ○ Universities/higher education organizations
- 67 ○ Institutions

68 • CEN national member holding the Workshop secretariat: AFNOR

69

70 **4. Workshop scope and objectives**

71 The scope of the SPRINT project is focused on quality framework for internships in higher
72 education.



73 A question was raised after the study in 29 countries on the need to broaden the scope of the
74 project in order to gather best practices applicable all over Europe.

75 The objective of this CWA is to create a quality framework for internships programmes based on
76 SPRINT results and to promote its use all over Europe on a voluntary basis. This CWA aims to
77 support students and graduates in transition from education to the labor market.

78
79 Promotion and dissemination of the CWA are part of the SPRINT project ([https://www.sprint-
80 erasmusplus.fr/](https://www.sprint-erasmusplus.fr/)).
81

82 **5. Workshop programme**

83 The CWA will be drafted and published in English.

84 Work plan

85 The deliverable of the project will be a single document with annexes. The proposal for the title
86 is: **Quality Framework for Internships.**

87
88 The workshop duration is 12 months.

89
90 The provisional timetable is as follows:
91 - Workshop announcement (August 2018)
92 - November 9th, 2018: Kick-off Meeting in CCMC premises in Brussels including
93 presentation of the background information, SPRINT project, strategic plan...
94 - January to July 2019: development of the draft CWA
95 - August/September 2019: open commenting phase (60 days)
96 - November 2019: revision of the draft based on the collected comments
97 - December 2019: Final approval and publication of the CWA
98

99 **6. Workshop structure**

100 CEN Workshops are consensus working groups driven and open to direct participation of any
101 interested party. In practice, most participants are from industrial companies, but there are also
102 participants from public administrations, academia and research, consumer groups, and so on.
103 Workshop participants can come from any country worldwide – most are European of course,
104 but in some cases international participation can prove helpful.

105
106 The Workshop documents are drafted by participating experts. The drafting of the formal output
107 of the Workshop, in the form of a proposed publication is called a CEN Workshop Agreement
108 (CWA), is carried out in the Workshop itself under the supervision of the chair and the support of
109 the secretary.

110
111 The following Workshop structure is proposed:

112
113 Chairperson: Pierre Bosser (InternsGoPro)



- 114
115 *Main responsibilities:*
116 - To preside at the Workshop plenary meetings
117 - To ensure that the Workshop delivers in lines with its Business plan;
118 - To manage the consensus building process
119 - To interface with CEN/WS Secretariat and CEN Management Centre regarding strategic
120 indications, problems arising in the development of the CWA
121
122

123 Secretariat: Nathalie Brossier (AFNOR)
124

- 125 *Main responsibilities:*
126 - To offer the infrastructure for electronic operation (i.e. Livelink platform);
127 - To administer the CEN Workshop's members list(s) and official registration of participants;
128 - To manage documents and their distribution, and to update the document register;
129 - To prepare and distribute CEN/WS Documents (i.e. draft agendas and information on
130 meetings arrangements, minutes of the meetings, draft CWAs, etc.);
131 - To chase actions as decided by the CEN Workshop meeting;
132 - To advise on the requirements of the CEN/CENELEC Internal Regulations and decisions of
133 the CEN/CA and CEN/BT in the development of a CWA;
134 - To provide expertise in standardization and provide relevant standards to the Workshop,
135 when or where necessary;
136 - To check conformity of all of the versions of the draft CEN Workshop Agreement to CEN
137 rules;
138 - To initiate and manage the CWA approval process, upon decision by the Chairman;
139 - To record expression of support to the CWA for transmission to the CEN Management
140 Centre;
141 - To participate to CEN Workshop plenary meetings, audioconferences and meetings with the
142 Chairman.
143
144

145 Project team: SPRINT partners
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- 147 *Main responsibilities:*
148 - To support the Chairman in the development process of the CWA
149 - With the support of the Secretariat, to prepare the draft CWA and consolidate the final
150 deliverable based on the comments received from stakeholders
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153 **7. Resource requirements**

154 The costs of the Workshop (Secretariat and other logistical support) are partly covered by the
155 SPRINT project.
156

157 The following conditions will apply:

- 158 ⇒ free participation for SPRINT members, students and their representatives, universities
159 and higher education



160 ⇒ 1000 € fee for companies and other stakeholders like professional associations or
161 professional trade unions...

162 **8. Contact points**

Proposed Chairperson:

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