



COL INTERNSHIP PROGRAMME

RATIONALE AND BACKGROUND

Cultivating the talents of the next generation of knowledge workers in international development is part of the mandate of many intergovernmental organisations. As interns, young professionals typically work remotely, at headquarters, regional offices, or in the field - under the direction of senior professionals - to gain relevant experience and contribute to several ongoing and new projects. Thus, internships provide young people the opportunity to augment knowledge and gain valuable work experience in preparation for fulfilling careers in international development.

The **Commonwealth of Learning Internship Programme** offers internships, of up to 12 months, to young citizens of the Commonwealth countries, in support of learning for sustainable development. These internships will be available remotely, at COL headquarters located in Metro Vancouver, Canada or the Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi, India, or as a combination of both remote and on-site. A COL internship is a non-compensated, full-time engagement. Interns will be expected to work on various activities within the framework of COL's Strategic Plan.

The objectives of the COL Internship Programme are to:

- Provide experience in education and skills development with gender as a cross-cutting theme;
- Enable interns to build capacity in project design and implementation, while they work in a multicultural environment to support a diverse group of stakeholders in the Commonwealth; and

- Provide exposure to current and emerging trends in open and distance learning, open educational resources and technology-enabled learning.

EXPECTED ACTIVITIES

Prior to starting their work at COL, interns are expected to have agreed to a specific set of tasks in consultation with the senior staff member assigned. These activities may include, but are not limited to:

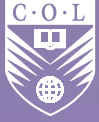
- Working with COL's professional staff to coordinate specific projects of mutual interest;
- Preparing proposals for new activities and interventions in an area of COL's work as per the Strategic Plan; and
- Developing innovations for teaching and learning.

SPONSOR OF THE COL INTERN

The sponsoring or nominating organisation of the COL intern shall be any Ministry, academic institution, civil society organisation or entity in the Commonwealth, with a proven track record of research, innovation, community service or thought leadership in education and/or skills development.

FINANCIAL TERMS

Applicants (or their sponsoring entity) shall cover all costs associated with the internship. This includes flight, accommodation, subsistence, insurance, and any other expenditures necessary if the intern resides temporarily in Metro Vancouver, Canada. **COL will not provide funding of any kind for the internship.**



COL'S ROLE

COL will endeavour to support the intern by way of guidance only (no provision for financial support will be available from COL), once s/he has been selected and accepted the internship.

COL's role will include:

- Where relevant, provide a letter of support to facilitate travel, if any portion of the internship occurs at COL's headquarters, or CEMCA;
- Provide a working space at COL's headquarters and IT support where relevant and necessary;
- Assign a senior staff member who will guide/mentor the intern to implement the agreed workplan.
- Outline expectations, role, reporting and performance evaluation (to be completed by the supervisor).

ELIGIBILITY

- Be a citizen of a Commonwealth country;
- Hold an undergraduate degree;
- Be under 30 years of age at the time of application;
- Be fluent in oral and written English;
- Possess skills in effectively using office IT tools (advanced IT skills are preferred);
- Have a background in any of the following areas: international development, education, educational technology and/or related areas; and
- Receive prior endorsement by the head of the sponsoring or nominating Ministry, organisation, or institution with proof of financial support associated with the internship, if electing to engage in the internship at COL's headquarters or CEMCA.

Women are encouraged to apply.

APPLICATION PROCEDURE

The application package shall include:

- Statement of interest (500 words, explaining area of work and expected benefit to the intern);
- Resume (no more than three pages); and
- Proof of financial support (e.g., signed letter on sponsoring organisation's letterhead), if electing to engage in the internship at COL's headquarters or CEMCA.

SUBMISSION

Applicants should direct submissions and any queries on the COL Internship Programme to opportunities@col.org with the subject 'Internship Application'.

An acknowledgement email will be sent in response to each applicant's submission.

All applications received shall be reviewed and assessed internally at COL. Short-listed applicants may be interviewed by telephone or similar means (e.g., Zoom). All decisions made by COL shall be final.

OFFER OF COL INTERNSHIP

Successful applicants will receive an offer of Internship for a period of **three to 12 months**, effective from the date of the start of the Internship. The intern will be located either at the COL headquarters, CEMCA, remotely or the internship will be a combination of both.

The COL Internship Programme arrangement may be terminated by either party before its expiry date by giving written notice to the other party. The period of notice shall be one month.



COL INTERNSHIP PROGRAMME

Instructions for applicants

This application is intended for individuals interested in applying to the COL Internship Programme.

INSTRUCTIONS FOR APPLICANTS

Applicants are requested to complete the Proforma reply in full. Any missing information may disqualify an applicant from having his or her application reviewed by COL.

MINIMUM CRITERIA FOR APPLICANTS

To be eligible for the COL Internship Programme, applicants should:

- Be a citizen of a Commonwealth country;
- Hold an undergraduate degree;
- Be under 30 years of age at the time of application;
- Be fluent in oral and written English;
- Possess skills in effectively using office IT tools (advanced IT skills are preferred);
- Have a background in any of the following areas: international development, education, educational technology and/or related areas; and
- Be endorsed by the head of the sponsoring or nominating Ministry, organisation, or institution with proof of financial support associated with the Internship, if electing to engage in the internship at COL's headquarters or CEMCA.

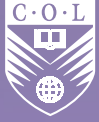
OTHER NOTES ON THE APPLICATION SUBMISSION PROCESS:

- One application per applicant only in the current application period;
- COL reserves the right to reject an application submission;
- COL is not obligated to indicate reasons for an applicant's unsuccessful application submission.

Applicants should direct any queries on the COL Internship Programme Application to opportunities@col.org. A confirmation email will be sent to each applicant's submission.

All applicants are to submit an updated resume and the completed application as attachments (see page 2 of the Application), by email to the above email addresses by 11:59pm (PST) October 31, 2020.

Any late application submissions will not be reviewed.



PROFORMA APPLICATION

COL Internship Programme

Please complete the relevant parts of the application package:

- PART I:** APPLICANT PERSONAL INFORMATION
- PART II:** APPLICANT STATEMENT OF INTEREST
- PART III:** APPLICANT RESUME *(to be attached as a separate document)*
- PART IV:** PROOF OF FINANCIAL SUPPORT *(if electing to engage in the internship at COL headquarters or CEMCA)*

PART I: APPLICANT PERSONAL INFORMATION *(all fields must be completed)*

1. Given Name: *Click or tap here to enter text.*

Family Name:

2. Position: *Click or tap here to enter text.*

3. Institution: *Click or tap here to enter text.*

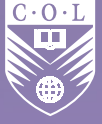
4. Address: *Click or tap here to enter text.*

5. Telephone # where COL can contact you *(including country code)*: *Click or tap here to enter text.*

6. Email: *Click or tap here to enter text.*

7. LinkedIn or other Social Media Profile link(s): *Click or tap here to enter text.*

Kindly insert (as an e-signature) or type your name in the space provided to affirm the veracity of the information being provided on your behalf in the application package.



PART II: APPLICANT STATEMENT OF INTEREST (*all fields must be completed*)

Please provide a statement of interest explaining area of work and expected benefit to the intern applicant (500 words max):

Click or tap here to enter text.

PART III: RESUME SUBMISSION (no more than 3 pages)

PART IV: PROOF OF FINANCIAL SUPPORT (e.g., letter on sponsoring organisation's letterhead).

NOTE: Part IV should only be completed as part of the application package if the applicant is electing to engage in the internship at COL headquarters or CEMCA.

Please email your completed application package to: opportunities@col.org.

A confirmation email acknowledging receipt will be sent to each application submission.