

# Standards & Practices

INFORMATION BOOKLET  
*for trainees*





# Standards & Practices

## WHAT?

Check this document out and you'll find the answer of this question. See WHAT experience ANESP will deliver for YOU!

## HOW?

We put a lot of efforts in delivering all these standards & Practices using the best methods in order to get the interns satisfaction in all experiences.

## WHY?

In ANESP we aim to deliver the best quality of leadership with professional internships. To do so, ANESP has set 13 Standards & Practices to be followed for all provided experiences. These Standards & Practices are called SPs for short. We grouped them into 4 blocks, with different responsibilities from the ANESP HOME and HOST entities.

### LOGISTICS

- 03 Outgoing Support
- 02 Incoming Assistance
- 01 Internship Contract

HOST >

HOST >

HOST >

### INTERNSHIP

- 06 First day of work
- 05 Duration & Working Hours
- 04 Internship Description

HOST >

HOST >

HOST >

### CAREER AWARENESS

- 13 Leadership Preparation
- 12 Preparation & Development
- 11 Settings up
- 10 ANESP Goal

HOME >

HOME >

HOME >

HOST >

### BASIC LIVING

- 09 Accommodation
- 08 Living Cost
- 07 Health Insurance

HOME >

HOST >

HOST >

# Standards & Practices

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One week before the start of the internship, the ANESPer is responsible to offering information on how to depart from the Home (Sending) entity.

ANESP from HOST entity is responsible about picking you up from the arrival station. This needs to be agreed before the intern departure.

The HOST entity has to provide all necessary information related to internship contract. Always double-check that you have all requirements.

**03** Outgoing Support

**02** Incoming Assistance

**01** Internship Contract

HOST >

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## LOGISTICS



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During the 1st week, you will be introduced to your internship manager.

The internship duration will last between 1 to 6 months, in case of any changes of the internship duration, you will be informed.

You will find the internship description and all related activities in the opportunity you applied for.

**06** First day of work

**05** Duration & Working Hours

**04** Internship Description

HOST >

HOST >

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# INTERNSHIP

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ANESP ensures that the accommodation provided is corresponded with what is actually mentioned in the opportunity.

ANESP will ensure that you are aware of the basic living costs in Host entity as well as all necessary information regarding the financial and non-financial compensation that will be provided.

We ensure that you have a valid health insurance to cover basic medical costs for the whole internship period.

**09** Accommodation

**08** Living Cost

**07** Health Insurance

HOME >

HOST >

HOST >

# BASIC LIVING

# Standards & Practices

This document is for YOU, so you understand our SPs and know what to expect from ANESP during your professional internship!

We provide the skills development space (SDS) you need so that you have good internship experience alongside with leadership development.

We make sure that you have all necessary information regarding the city of internship by preparing for you an Induction Seminar.

We ensure that the Internship Participants (interns) have the Standards & Practices (SPs) and Internship Program Policies (IPP) in written format.

We provide all goals and purposes for your internship in written format so you choose the right career for yourself.

**13** Leadership Preparation

**12** Self-Prepare

**11** Settings up

**10** ANESP Goal

**HOME >**

**HOME >**

**HOME >**

**HOST >**

## CAREER AWARENESS



# Be

*Where you choose to Be!*

We use a 3-part model of career awareness to help you organize your *career awareness planning activities*,

We encourage you to explore all the information, resources, and tools provided in each area of our models.

your **internship** timeline



**BEFORE  
THE EXPERIENCE**

**ON  
THE EXPERIENCE**

**AFTER  
THE EXPERIENCE**



# *Your* **Internship timeline**

## **Before** internship

### **ONE TO ONE**

ANESP provides you with the manager who will help you to choose the right internship opportunity for your career.

### **INDUCTION SEMINAR**

We organize for you the Induction Seminar IS with expectations and personal goals setting as a result of ANESP leadership qualities.

### **INDIVIDUAL DISCOVERY**

After you get accepted in one of our opportunities, we will organize for you the 1<sup>st</sup> step of Skills Development Space SDS with the ANESP responsible to clarify the main goal of the experience.

## **On** internship

### **TEAM EXPERIENCE**

All the interns will be in contact with either national or multinational team for each project executed with ANESP.

### **LEADERSHIP DEVELOPMENT**

We organize feedback sessions with you in order to follow up your personal goals and help you build and achieve your plans.

### **LEARNING SKILLS & REFLECTION**

The opportunities provided by ANESP will allow you to enhance your skills, engage with professional people that will urge you to become more efficient and excellent.

## **After** internship

### **DEVELOPMENT SEMINAR**

Once you finish your internship, we organize for you the final step of the Skills Development Space SDS to unleash the professional YOU and examine the progress achieved during the internship period.

### **CAREER AWARENESS**

After you explored all the tools and resources provided by ANESP, We will send you an email with the report of your SDS progress as well as a participating certificate from both ANESP and the internship company to help you organize your career awareness planning activities.

# Part models of Career awareness

The only way to test your skill in being solution-oriented is to go through an experience that will allow you to tackle new challenges.

Self-aware can be acquired by going through different experiences which will allow you to find your values, explore your passions and become aware of your desires and yourself.

Take the step towards a challenging experience that will allow you to enhance your communication skills in a diverse environment, all the while allowing you to empower others.



# IF ANY POINT IS NOT **RESPECTED!**

1

Report your internship experience by contacting the ANESP responsible from your home/host entity.

2

Check the Internship Program Policies (IPP) in order to know which step you/ANESP need to follow.



