# ISO 29997:2025-10 (E)

## Internships - Quality guidelines for host organizations

## Contents

Page


**Foreword** ... **iv**

**Introduction** ... **v**

**1 Scope** ... **1**

**2 Normative references** ... **1**

**3 Terms and definitions** ... **1**

**4 Creating effective internship programmes** ... **2**
4.1 General ... 2
4.2 Analyzing context for internships ... 2
4.3 Determining the scope of the internship programme ... 2

**5 Internship programme implementation** ... **3**
5.1 General ... 3
5.2 Pre-internship promotion ... 3
5.2.1 Internship search and communication of opportunities ... 3
5.2.2 Internship application ... 3
5.2.3 Internship selection ... 4
5.2.4 Written agreement or internship agreement ... 4
5.3 Internship implementation ... 4
5.3.1 Onboarding and integration ... 4
5.3.2 Remuneration (including financial compensation) ... 4
5.3.3 Social protection and insurance ... 5
5.3.4 Skill acquisitions and learning outcomes ... 5
5.3.5 Tutoring and support for interns ... 5
5.3.6 Work environment ... 5
5.4 Post internship development ... 6
5.4.1 Career development and employment ... 6
5.4.2 Ongoing communication and potential support ... 6

**6 Evaluation and improvement** ... **6**
6.1 Evaluation of the internship programme ... 6
6.2 Continual improvement ... 7

**Annex A** (informative) **Good practices for intern recruitment** ... **8**

**Bibliography** ... **11**