

## Principles for host companies selecting students on the ASISA Academy's I'M Work Ready programme

The following principles have been developed to achieve a transparent process and as high a degree of fairness as possible for all participants:

1. Order of selection and selection rounds
  - a) Participating host companies may choose students based on the order in which they have committed to hosting students on the programme.
  - b) Host companies will be allowed to choose as many students as they wish subject to the total number of students each region is able to accommodate on the programme. We are able to accommodate a maximum of 15 in Cape Town and 18 in Johannesburg. To ensure fairness to all host companies a number, of selection rounds will be held during which each host company can select a maximum of two students. Once the first selection round has completed then a second round will commence with host companies again choosing a maximum of two graduates.
  - c) The selection rounds will continue until each host company has selected their desired number of students. This is as opposed to filling an entire request before allocating to the next participating host company which, in the past, has resulted in an unfair distribution of the strongest students.
  - d) For example, say there are three host companies A, B and C who committed to host three students each, in that order. In the first selection round, each host company will select two students starting with host company A, then B followed by C (a total of six graduates). In the second selection round each host company will select one more student to fulfil their commitment (three students). Thus, a total of nine students will have been selected in the two rounds.
  - e) If a student is the preferred choice of a number, of host companies then the host company will abide by these selection principles such that the first committed host company has the right to make the first choice. This choice must be communicated via the Academy course co-ordinator or programme champion. Host companies should not make offers directly to the students.
  - f) If a host company is delaying the selection process by not interviewing students or delaying their decisions on students then an initial request will be sent to them by the Academy course co-ordinator to schedule interviews or to make their decision on students that have been interviewed. Should there be no engagement within 2 working days of such request being sent then a final request will be sent to the host company concerned. If the host company has not engaged meaningfully with the request within 12 hours of the email being sent, then the ASISA Academy has the right to exclude the host company from the selection round and they will forfeit their selection position.
  - g) Should a student who has been selected by a host company decide to withdraw, the host company may not select another student until all the participating host companies have selected their students.
2. Commitment by host companies
  - a) The commitment window during which host companies can commit to hosting graduates opens on 6 July and closes on 15 September. The application form will only be available once the commitment window opens.
  - b) Prior to the commitment window opening, host companies who are interested in participating in this programme should notify the ASISA Academy by completing [this form](#).
  - c) Should a number of host companies commit on the first day of the commitment window to more than one student then selection positions will be allocated one by one for the first five positions.
  - d) At the close of the first selection window an initial selection of students will take place.



- e) Host companies can still commit to places after the first selection window has closed but the selection positions allocated to them will come after those of the positions allocated during the first window.
  - f) Host companies will not be permitted to reduce the number of students they commit to hosting.
3. To ensure fairness to all participating host companies, big and small, the following will apply to the interviewing process:
    - a) The recommended stipend to be paid to the graduates during their internship period is R11,500 per month per graduate. Host companies may, at their own discretion, increase the stipend amount to students but we ask that host companies refrain from mentioning this during the interviewing process. Where students need to travel significant distances to get to and from work, a travel allowance may be paid separately by the host company.
    - b) The host companies may make students aware of additional training they could receive and the conditions of the internship as well as any other publicly available information about the company.
  4. Host companies, students and the ASISA Academy will each sign the learning agreement in which the responsibilities and expectations of each party are agreed.
  5. Following the internship period, should a participating host company not wish to hire their student/s then any of the other participating host companies can make the student/s an offer.
  6. If, during the internship term, a student prefers to work for another I'M Work Ready host company, then the new host company would need to compensate the hosting company the cost of the Work Readiness programme as well as an amount equivalent to the stipend amounts paid to that student to date for the internship.