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DIREÇÃO-GERAL DA QUALIFICAÇÃO  
DOS TRABALHADORES EM FUNÇÕES PÚBLICAS

# PROFESSIONAL INTERNSHIP PROGRAMME IN THE CENTRAL PUBLIC ADMINISTRATION SERVICE - PEPAC

## RULES, CHALLENGES, RESULTS

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## TOPICS

1. Legal contextualisation of the programme
2. Aim of the internship
3. Internship expectations
4. PEPAC structure
5. Overall figures of the 3 PEPAC editions
6. Overall programme assessment

[1]

## **LEGAL CONTEXTUALISATION OF THE PROGRAMME**

A year-long programme of professional internships created by Legislative Decree 18/2010, passed on 19 March, amended by Legislative Decree 214/2012, passed on 28 September

## BENEFICIARIES

Young graduates up to the age of 30

Young graduates with disabilities up to the age of 25:

- unemployed;
- First-time job seekers;
- Employed in an area different from their studies and qualification levels;

## APPLICATION PROCESS

Carried out on an online platform managed by INA, the managing body of the Internship Programme (a 100% decentralised and unbiased process)

[2]

## AIMS OF THE INTERNSHIP

Offer a new opportunity to young graduates looking for their first job, or who are unemployed, or who have a job which does not reflect their studies nor qualification level.

## WHAT DOES A 'NEW OPPORTUNITY' MEAN?

It gives the opportunity to young interns to carry out functions meeting their qualifications.

## HOW DOES IT WORK?

- Professionally enhancing training and the acquired skills in an academic context, **promoting the development and enhancement of those qualifications** in an adequate working environment.
- **Promoting the access to new training sessions and new professional skills**, by being in contact with the Public Administration, its rules, good practices, and develop a sense of public service.

- Developing the internship in a unit of the Public Administration will enable the intern to acquir other skills in a real working environment.
  - Theoretical knowledge is implemented in a tangible manner and recognised as such.
  - Improve the interns' skills, qualifications and capacity to innovate in a qualitative way.
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[3]

## INTERNSHIP EXPECTATIONS

### During the internship:

- Proactive approach;
- Strong sense of responsibility;
- Entrepreneurial spirit and the modernisation of the public service;
- Innovation;
- Learning capacity in different contexts;
- Adaptability;
- An appetite for new challenges;

- Contribute to the quality of the public service, based on rigorous, ethical, and demanding criteria;
- Skills to adapt traditions to modern times;
- Skilled in employing new concepts and adapting to the new paradigms of the Public Administration;
- Good relationships with their supervisor and other workers;
- Team spirit

## After the internship

- Positive contributions to modernise public services;
  - Added value in public services;
  - A successful completion of the internship;
  - Acquiring the necessary skills for integration on the labour market;
  - Acquiring new values to exercise active and participative citizenship
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[4]

## THE PEPAC'S STRUCTURE

The internship comprises two elements:

1. One component focuses on applying the learnt skills in carrying out the functions of the Unit or Service providing the internship, corresponding to the role of a superior civil servant in the Public Administration.
2. The other component is on the job training.

In the first component, the intern will carry out his activity in line with the scope of the unit or service, relating to a larger or lesser extent to the areas of education and training of the internship.

All these activities aim to enrich the intern's professional curriculum, contributing to a quicker and easier integration on the labour market.

In the second component, the intern will receive on the job training, guaranteed by INA, as well as participating in short-term modules on transversal themes:

- Code of ethics and professionalism;
- The State and the Public Administration;
- Opportunities in the Public Administration.

## AN INTERN'S RIGHTS AND DUTIES

- A non-extendable internship contract lasting 12 months;
- The internship does not automatically result in a working contract in the Public Administration;
- Exclusive basis;
- Identical working hours as all other workers;
- Internship bursary corresponding to 1.65 IAS (social support indexation) = €695 on top of the meal allowance;
- Final certificate with internship evaluation;
- Professional liability insurance should any accidents take place during the internship or while carrying out activities for it, including travel.

## GENERAL DUTIES

**Pursuit of the public interest** by respecting the Constitution, laws, rights and interests of the citizens safeguarded by legislation;

**Exemption** by not exploiting, directly or indirectly, any monetary or other gains for himself or third parties based on the functions carried out;

**Impartiality** by guaranteeing the functions in an unbiased manner without discriminating, positively or negatively, and respecting the equality of citizens.

**Information** by giving to the citizen, insofar as the law requires, the requested information unless said information cannot be shared;

**Zeal** by knowing and applying the legal and regulatory laws and following the rules and instructions of the internship supervisor, as well as carrying out those functions in line with the objectives set and using the adequate skills;

**Obedience** by following the supervisor's instructions;

**Loyalty**, by carrying out the functions in line with the objectives of the Unit or Service;

**Correctness** by treating the users of the bodies or services with respect as well as the co-workers and internship supervisor;

**Attendance and punctuality** by appearing regularly at work and during the established hours;

Meet the defined objectives in the contract and internship plan defined by the unit or service;

Draft a final report to be assessed;

Assess the internship in the unit or service.

[5]

## OVERALL FIGURES OF THE 3 PEPAC EDITIONS

1st edition (2010) – 5,000 internships, 25,134 applications, 2,804 interns placed

2nd edition (2013) – 1,905 internships, 24,996 applications, 1,036 interns placed

3rd edition (2015) – 1,437 internships, 5,302 applications, 880 interns placed

[6]

## OVERALL PROGRAMME EVALUATION

Overall appreciation of the internships:

**BODY HOSTING THE INTERN**

**INTERNS**

**75,64%**

**62.08%**

**21,79%**

**30.97%**

**2,56%**

**0,14%**

**0,83%**

**5,97%**

Médio

Bom

Muito Bom

Fraco

Insuficiente

Suficiente

Bom

Muito Bom

***‘Knowledge was a private good, associated to the verb ‘to know’.***

***Now, it’s a good associated to the verb ‘to do.’***

Peter Drucker

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**Thank you!**  
**Hvala**

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