

Internship Programme Guidelines

The Programme

HPSNZ is helping athletes prepare for their post-sport careers by working with employer partners to provide flexible paid work experience opportunities. Up to 10 internship scholarships are available on each year.

HPSNZ Internship Lead will work with successful candidates to match them with an employer and establish the internship

Applications

- Applications are open 1st October to 31st October
- A limited number of applications will be considered outside of usual cohort application period in extenuating situations on a case-by-case basis if programme budget allows.
- Athletes apply via Microsoft Forms link on PM Scholarship page on [HPSNZ website](#)
- Shorted listed athletes have a 45-minute online interview with a panel of 3 people including one external person
- Athletes provide the following supporting documents:
 1. CV
 2. Cover letter
 3. NSO endorsement form
 4. Calendar with sport and life commitments for the period you are intending to do your internship
 5. Career plan summary template

*NSO endorsement form and Career Summary Plan template are available to download from the Useful links section of the PM Scholarship page on the [HPSNZ website](#)

Eligibility

- Current athletes from a HPSNZ supported sport or within 6 months of retiring (athletes over 6 months from retirement will be considered at the discretion of HPSNZ)
- If continuing with sport athletes must be remaining in an HPSNZ supported sport and not transitioning to a non-supported sport
- Applicants will have either an undergraduate/ post graduate qualification or equivalent experience/career plan
- Applicants are expected to have developed a career plan and a list of target employer partner organisations and type of role they are interested in with their Performance Life coach or Personal Development Manager prior to applying.

Internship scholarships

- 10 scholarships of up to \$15,000 awarded each year
- Employer partners asked to contribute 50% of cost of employing the athlete with the HPSNZ making up the other 50%
- Additional funding available for 1 x not-for-profit employer partner per year. HPSNZ to pay up to \$30,000 to cover athlete remuneration with no cost to the employer partner
- Employer partners pay the athlete and invoice HPSNZ for their contribution
- Internships are for up to 12 months and athletes have 18 months to access the funds (i.e. funds can be used over the period from 1 January to 30th June the following year)

- Hourly rate is negotiated between employer partner and Internship Lead, ensuring it is in line with what is appropriate for the role and sits within the budget for the internship.
- Although all endeavours will be made to find an internship position, HPSNZ cannot guarantee this or predict how long the matching process may take.

Placing athletes

- Internship Lead works with the athletes to find an organisation in line with their career plan using athlete employer partner target list, programme employer network and athlete's own networks
- A MoU (Memorandum of Understanding) document forms the agreement between all three parties and includes the internship role details, hourly rate, days of work and responsibilities of all parties
- The MoU specifies whether the athlete is a fixed term employee or contractor
- Athlete completes a Learning Objectives document which is shared with the employer partner and serves to check progress
- Internship Lead meets regularly (monthly with athlete, bi-monthly with employers, depending on length of internship) with the athlete and employer partner to ensure that both parties are happy, and the internship is meeting needs and expectations

Key Dates

- 1 October – applications open
- 31st October – applications close 5pm
- 8th November - shortlisted athletes will be advised
- 17th- 21st November – interviewing short listed applicants
- 28th November – decisions communicated
- 1-15th December – internship cohort online induction
- 1-15th December - Internship Lead meets with successful applicants to review target organisation list and agree organisations to approach

Selection Criteria

Internship is a good fit for the athlete: <ul style="list-style-type: none"> ▪ Athlete readiness and commitment to undertake an internship and the related cohort shared learning opportunities. ▪ Positive impact on athlete development and wellbeing ▪ Athlete in final year or recently completed tertiary qualification/training or alternative pathway aligned to career plan ▪ Demonstrated compliance and commitment with the PM Scholarship programme 	20%
Internship alignment to sport campaign, career path, training and education (unless on break or retired/in transition)	15%
Employment opportunity that fits with their sport/life/career plan	15%

Athlete would not otherwise have an internship opportunity	10%
Diverse representation across successful applicants	10%
Diverse sport representation across successful applicants	10%
Geographical spread of athletes – regions represented	10%
Potential positive future impact on community	10%

PM Scholarship guidelines selection priority

Demonstrates good record of past PM Athlete Scholarship compliance.	Potential positive impact on HPSNZ Vision, particularly by way of international sporting results	Positive impact on HPSNZ Vision, particularly by way of international sporting results and alignment with key strategic priorities including:
Adherence to the programme's athlete requirements	Ability to adhere to the programme's athlete requirements	Athlete Pathway
Past international sporting results		Wellbeing & Engagement
The key selection criteria may not be weighed evenly, and other selection criteria may be considered.		

Selection Priorities

HPSNZ Podium Sports will have priority and in special cases Aspirational Sports will be considered. *

1. Elite - HPSNZ Podium Sports
2. Elite - HPSNZ Aspirational Sports.
3. Potential - HPSNZ Podium Sports.
4. Potential - HPSNZ Aspirational Sports
5. Confirmation - HPSNZ Podium Sports
6. Confirmation - HPSNZ Aspirational Sports

*For team sports only Elite level (Black shirt, senior NZ team) TAPS athletes are eligible.

FREQUENTLY ASKED QUESTIONS

WHO IS ELIGIBLE?

You must be a New Zealand citizen, HPSNZ supported athlete and adhere to Schedule 3 of PM Scholarship Guidelines (link on PM Athlete Scholarship page on HPSNZ website)

Priority will be given to athletes who have recently completed or are in their final year of their tertiary qualification/training or alternative experience.

WHAT IS THE VALUE OF THE INTERNSHIP?

HPSNZ contributes up to \$15,000 towards the internship remuneration. Employer partners are asked to match this amount.

Each year there is provision for one not-for-profit employer partnership where HPSNZ will provide up to \$30,000 towards the athlete internship.

Hourly rates will be negotiated on a case-by-case basis.

WHAT IS THE STRUCTURE OF THE INTERNSHIP?

The length of the internship and structure of when the work is performed, based around sporting commitments, will be agreed between athlete, Performance Life Coach/PDM and Prime Minister's Athlete Scholarship (PMAS) Internship Lead.

The PMAS Internship Lead will negotiate with the partner organisation on behalf of the athlete and agree on a communication plan to ensure pastoral care of the athlete.

HOW IS THE INTERNSHIP FUNDED?

HPSNZ will pay 50% and the partner organisation will pay 50% (unless under the not-for-profit e employer partner provision).

The athlete will be paid by the partner organisation (employer), and the partner organisation will invoice HPSNZ in the same way as tertiary institutions invoice for fees.

HOW LONG CAN THE INTERNSHIP GRANT BE ACCESSED?

Internship funds can be accessed from 1 January of the first year of the intake to 30 June the following year (18 months).

WHAT IF AN ATHLETE WANTS TO WORK WITH A CHARITY/NOT-FOR-PROFIT?

This is accepted and encouraged as part of the programme and aligns with our strategic focus on athlete give back.

If the organisation is not in the position to contribute to paying the athlete's salary, then HPSNZ will consider funding the full amount (subject to availability of funds).

CAN AN ATHLETE DO MORE THAN ONE INTERNSHIP?

Yes. Athletes are encouraged to identify multiple internship options that fit with their career exploration plan over the 18-month internship period.

CAN YOU DO YOUR INTERNSHIP OVERSEAS?

No – internships are to be undertaken in New Zealand.

CAN GOLD SCHOLARSHIP ATHLETES APPLY?

If you are eligible for a Gold level scholarship this opportunity is open to you. Please discuss with your Performance Life Coach/PDM

CAN AN ATHLETE BE ENROLLED IN A TERTIARY PM SCHOLARSHIP AT THE SAME TIME AS DOING AN INTERNSHIP? If you have up to three papers left to complete in your degree you are able to continue with these as well as doing an internship if this fits with your sport & life plan and is approved by your Performance Life Coach or PDM.

CAN AN ATHLETE DO AN INTERNSHIP IN A DIFFERENT REGION FROM WHERE THEY LIVE?

Yes, but this is at the discretion of HPSNZ and will be discussed according to specific athlete needs

IS THERE A MINIMUM COMMITMENT OF TIME FOR INTERNSHIPS?

No. Possible internship periods could be three, six, nine or 12 months in duration but an athlete could also apply for shorter time periods. For example, they might choose to do a three-week full-time project with an organisation if they have some time off during the year. Payments will be pro-rated according to the number of hours/days that an athlete is able to commit to.

The key is that the work experience should work around athlete needs.

Specific funding details will be worked through with the successful applicants subject to the requirements of their internship.

CAN I DO AN INTERNSHIP AT HPSNZ OR AT MY SPORT NSO?

No. Athletes are encouraged to seek internship opportunities in organisations aligned with their career plans that also allow them to gain experience outside their immediate environment and networks. Athletes may however seek internships with NSOs other than their own.

WILL THERE BE A MID YEAR INTAKE? Applications will be considered outside of usual cohort application period in extenuating situations on a case-by-case basis if programme budget allows.

WHO HAS DUTY OF CARE FOR ATHLETE WELFARE AND WORKPLACE STANDARDS FOR SAFE WORKING ENVIRONMENT?

All partner organisations will be vetted and must provide a healthy and safe environment for the athlete, taking measures to safeguard occupational health and safety as required by the Health and Safety at Work Act 2015.

ARE THERE FINANCIAL/TAX CONSIDERATIONS?

The partner organisation/employer will deduct tax for internship payments. HPSNZ does not provide tax advice but if athletes would like independent tax advice, they can be referred to athlete friendly network partners. To access this support please contact your Performance Life Coach