

	 AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم		
	POLICY		
	INDIVIDUALS SEEKING INTERNSHIP / OBSERVER SHIP OPPORTUNITIES		
Document No. POL/RT/14	Rev:05	Date Of Issue: 16 September 2024	Page 1 of 3

A. PURPOSE:

The purpose of this policy is to establish guidelines and standards for training, observership, and volunteering within the Centre.

B. SCOPE:

This policy applies to all interns, observers, and volunteers seeking professional development, practical training, or community service opportunities through the Centre.

C. AGE REQUIREMENTS: The policy applies to individuals aged 16 years and above.

D. DURATION:

1. All volunteers, observers, and trainees are required to complete a minimum of 40 hours of service at the Centre.
2. An extension in the observership program can be requested and will be considered based on availability

E. ROLES AND RESPONSIBILITIES:

1. Observers/Trainees: Will observe and interact with department supervisors but will not directly work with students.
2. Volunteers/Interns: Will receive practical training in their assigned department but will not perform tasks typically done by therapists or other trained professionals.
3. Confidentiality: All individuals must adhere to their assigned tasks and maintain confidentiality and respect for student privacy.

F. PLACEMENTS: Placements will be based on the Centre's needs and the individual's qualifications, experience, and interests. Available departments include:

1. Physiotherapy
2. Occupational Therapy
3. Speech and Language Therapy
4. Psychology

			
	POLICY		
	INDIVIDUALS SEEKING INTERNSHIP / OBSERVER SHIP OPPORTUNITIES		
Document No. POL/RT/14	Rev:05	Date Of Issue: 16 September 2024	Page 2 of 3

5. Applied Behavior Analysis
6. Assistive Technology
7. Vocational Training
8. Special Education/Teaching Program
9. Administration
10. Research & Training

G. **APPLICATION** : Applicants must submit the following documents for consideration:

1. Completed application form with personal and professional details.
2. Letter of recommendation from an academic institution.
3. Copy of passport and Emirates ID (if available).
4. Police clearance certificate.
5. Undertaking of professional ethics.
6. Signed confidentiality agreement.
7. Observership fee

The Centre reserves the right to accept or reject any application.

H. **CODE OF CONDUCT**: Observers/Trainees/ volunteers must adhere to the Centre's code of conduct, maintaining professionalism, respect, and courtesy toward staff and students.

I. **FEEDBACK**: The Centre will gather feedback from trainees and volunteers to improve the quality of the program.

J. **CERTIFICATION**: Observers will receive a certificate of attendance upon completing the required 40 hours of observership

			
	POLICY		
	INDIVIDUALS SEEKING INTERNSHIP / OBSERVER SHIP OPPORTUNITIES		
Document No. POL/RT/14		Rev:05	Date Of Issue: 16 September 2024
		Page 3 of 3	

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	07 Dec 2014	Director
01	New Al Noor logo	01 Feb 2016	Director
02	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
03	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
04	1. Addition of observership in the header 2. Addition of age, duration, roles and responsibilities, placements, application, code of conduct, feedback and certification	10 September 2024	Director
05	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM and IT Documents.	16 September 2024	Director