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**LAIKIPIA COUNTY GAZETTE
SUPPLEMENT**

BILLS, 2015

NAIROBI, 4th December, 2015

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COUNTY ASSEMBLIES FORUM (CAF)
P. O. Box 73552 - 00200,
NAIROBI, KENYA

THE LAIKIPIA COUNTY INTERNSHIP SERVICE BILL, 2015
ARRANGEMENT OF CLAUSES



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**THE LAIKIPIA COUNTY INTERNSHIP SERVICE
BILL, 2015**

A Bill for

**AN ACT of County Assembly of Laikipia to provide
for establishment of internship service and for
connected purposes**

ENACTED by the County Assembly of Laikipia, as
follows—

PART I—PRELIMINARY

1. This Act may be cited as the Laikipia County
Internship Service Act, 2015.

Short title

2. In this Act—

Interpretation

“County Executive Committee Member” means the
County Executive Committee Member for the time being
responsible for county public service;

“department” means the county department
responsible for county public service;

“graduate” means a person who has graduated from a
university, college, polytechnic or home craft center

“internship” means placement of a person in
workplace for the purpose of gaining work experience,
knowledge and practical skills;

“placement unit” means the internship placement unit
established under section 5; and

“student” means a person who is enrolled in a
university, college, polytechnic or home craft center.

3. The object of this Act is to provide for a legal
framework for the promotion and fulfillment of Article 55
of the Constitution through the establishment of the county
internship service in order to facilitate or enable university
and college students and graduates—

The object of the
Act

- (a) gain necessary practical work experience;
- (b) learn appropriate and relevant professional
knowledge and practical skills; and
- (c) be integrated into the labour market.

PART II—INTERNSHIP SERVICE

4. There is established the county internship service.

Establishment of the
service
Internship placement
unit

5. (1) There shall be in the department, the internship placement unit.

(2) The internship placement unit shall be responsible for—

- (a) receiving and reviewing applications for internships;
- (b) coordinating placement of persons recruited under the service;
- (c) coordinating the internship service;
- (d) organizing and co-ordinating training provided to persons serving in the internship service;
- (e) promoting the development of the internship service;
- (f) ensuring effective implementation of this Act; and
- (g) handling disputes arising from the internship service.

6. There shall be such internship placement officers in the department as may be determined by the County Executive Committee Member.

Placement officers

7. A placement entity where a person recruited in the internship service shall be—

Placement entity

- (a) county executive departments and entities;
- (b) national government ministries and entities; or
- (c) non state entity.

8. The department shall initiate collaboration and partnership with the placement entities described under section 7 (b) and (c) for the purposes of placing persons in the internship programme with the entities.

Collaboration
partnership

9. For a person to be eligible for recruitment in the internship service, the person must either be enrolled as a student in a college, a university a polytechnic or a home craft center or be a graduate of not more than one year period after graduating from a college, a university, a polytechnic or a home craft centre.

Eligibility

10. (1) The County Executive Committee member shall for each financial year prepare a plan providing for the number of persons to be placed in the internship service which shall provide for the allocations per county department or entity, national government or private entities.

(2) For the purpose of preparing the placement plan under subsection (1)—

- (a) each county department or entity shall, before thirty first of May in each financial year, submit to the internship placement unit, the number of available internship positions or vacancies as well where applicable the required fields of training or professions; and
- (b) the internship placement unit shall, before thirty first of May in each financial year, ensure that it has compiled a list of national government and private sector institutions with the respective available internship positions or vacancies including where applicable the required fields of training or professions.

(3) The plan prepared under subsection (1) shall be approved by the County Executive Committee.

(4) For the purposes of commencing the first internship programme under this Act during the financial year 2015/2016, the County Executive Committee shall approve the number of internship positions for each department that shall be available during the financial year.

11. (1) A person who qualifies for internship under this Act, may apply in the prescribed form for internship to the placement unit.

Application for
internship

(2) An application made under this section shall be accompanied by—

- (a) in the case of a student, a recommendation letter for internship from the college or university where the student is enrolled; and
- (b) in the case of a graduate, a university or college certificate or letter of completion from the university or college where the person has

completed the course but has not yet graduated from the university or college.

(3) The placement unit shall review the applications and establish that the applicants meet the requirements of this Act.

(4) The placement unit shall upon the completion of the review process under subsection (4) prepare a database of all applicants and their respective fields of training or professions.

12. (1) The placement unit shall convene an inter-departmental forum, consisting one representative from each department, within one month upon the coming into force of this Act and thereafter at least once in each period of 3 months for the purposes of placing the various applicants to the respective departments.

Internship Placement

(2) The forum convened under subsection (1) shall consider and approve the applications for persons to be granted internship opportunities in the various placement entities.

(3) In placing the applicants for internship, the placement unit shall—

- (a) ensure that there balance in regard to matters such as gender, Ward representation and ethnic diversity; and
- (b) where applicable, place each person whose application has been approved in a job area that is related to the applicant's area of training.

(4) Nothing in this Act shall be deemed to prohibit a person who is eligible under section 9 to be placed in an internship position on the account that the person is not a resident in the county.

13. The Department shall issue a letter of internship offer to a person whose application has been approved under section 12, which shall indicate among others the terms and conditions of the internship and the job placement offered.

Letter of internship service

14. (1) The term of service for internship shall—

Term of service

- (a) in the case of a student, for a period not

exceeding three months; and

- (b) in the case of a graduate, for a period not exceeding six months.

(2) No person shall serve internship for more than one term: Provided that an internship term for a graduate may be extended for a period not exceeding that prescribed by the placement entity

(3) Notwithstanding subsection (2) a person who has served an internship term as a student is qualified to serve in internship programme as a graduate.

15. (1) An internship service shall not be construed to be employment with the county government or any private sector entity participating in the programme.

Terms and
Conditions of
Service

(2) A person serving in the internship programme may be paid such allowances as shall from time to time be determined by County Executive Committee.

(3) Subsection (2) shall be applicable to any person serving in the internship programme irrespective of whether the person is placed in a public or private organization.

(4) A person serving in the internship programme shall be bound by the code of conduct and practice governing the county public officers.

16. A placement entity shall have a duty to—

Duties of a
placement entity

- (a) facilitate learning and exposure to the person serving in the internship;
- (b) assign duties or tasks to the person serving in the internship;
- (c) assign a supervisor to the person serving in the internship programme; and
- (d) provide administrative support to the person serving in the internship for the purposes of carrying out the assigned tasks.

17. A person serving in the internship programme has a duty to—

Duties of a person
serving in the
internship
programme

- (a) carry out duties and tasks assigned; and
- (b) comply with code of conduct for county public

officers.

18. (1) The department or entity where the person serving the internship programme shall put in place mechanisms for supervising the person in accordance with the guidelines provided by the placement unit.

Supervision

(2) The placement unit shall continuously liaise and coordinate with the placement entities for the purposes of ensuring effective supervision of the persons serving under the internship programme.

19. (1) The placement unit shall in collaboration with other the placement entities design and facilitate training for all persons participating in the internship programme.

Training

(2) The training described under subsection (1) shall address matters such as devolution, leadership, life skills, public sector management, public policy, national values and entrepreneurship among others.

(3) The placement unit shall ensure that the training is conducted as part of orientation of the persons participating in the internship programme.

20. A person serving in the internship programme Shall cease from serving under the programme through—

Termination of
internship

- (a) resignation from the programme through a one week written notice; or
- (b) the department terminating the service on account of breach of county government code of ethics and practice governing county public officers.
- (c) The expiry of the internship period unless otherwise extended in accordance with section (14) of this Act.

21. (1) Each person participating in the internship programme shall compile an exit report at the end of the term of service which shall be submitted to the supervisor.

Internship exit report

(2) The report shall cover matters such as—

- (a) lessons learnt;
- (b) challenges experienced;
- (c) recommendations for improving the programme; and

- (d) any other matter as may be required by the placement unit or the supervisor.

22. The department shall, upon completion of the internship service, issue a letter of completion of internship service to each person who has participated in the internship programme.

Letter of completion

23. The placement unit shall prepare an annual report on the internship service which shall be submitted to the County Executive Committee for consideration then forwarded to the County Assembly for discussion

Annual internship
service report

PART III—FINANCIAL PROVISIONS

24. The funding of the internship service shall consist of—

Funding of the
internship service

- (a) such monies as may be appropriated by the County Assembly for that purpose; or
- (b) such grants and donations from any lawful source.

PART IV—GENERAL PROVISIONS

25. (1) The County Executive Committee Member may make Regulations for better carrying out of the objects of this Act.

Regulations

(2) Without prejudice to the foregoing the regulations shall provide for:

- (i) Application forms.
- (ii) Criteria for placement.

MEMORANDUM OF OBJECTS AND REASONS

First, this Bill seeks to facilitate the promotion and fulfillment of Article 55 of the Constitution in regard to facilitating youth access to economic opportunities and access to employment.

Second, this Bill seeks to provide access to employment and integration to labour market for university and college graduates.

Third, this Bill aims at enabling university and college students to access opportunities to gaining necessary skills and learning opportunities as part of their preparation for the job market.

Part I of the Bill provides for preliminary matters. it provides for the objectives of the Bill.

Part II of the Bill provides for the establishment of the internship service and the internship placement unit. It provides for the placement entities which include the county departments, national government and non state organizations. The Part also provides for the eligibility for internship, application procedures, internship placement, the term of service and the terms and conditions of internship service and the provision of training to persons serving in the internship among others.

Part III of the Bill provides for financial provisions.

Part IV of the Bill for the general provisions.

Dated the 30th November, 2015.

PETER KIMONDO,

Chairman,

Labour, Social Welfare and Community Services Committee.

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NAIROBI, KENYA