



The Branch Foundation

Supporting sustainable community development in South-East Asia

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Internship Placement Service – Summary

Thank you for your interest in The Branch Services' Internship Placement Service (IPS)! IPS is a service provided by The Branch Foundation (TBF). Built on the principle that the best internships benefit both participants and host organisations, IPS aims to facilitate tailored, streamlined internships in Thailand and along the Thai-Burma Border. Interns gain invaluable in-field experience, and the host organisation receives a skilled individual with necessary qualifications.

IPS provides the service of coordinating internship placements with key host organisations in Thailand and along the Thai-Burma border in return for a service fee to The Branch Foundation. In order to be considered for internship placement through the IPS program, please fill out the following application documents (personal information and an essay). Send your completed application documents and up-to-date CV/resume to branchservices@thebranchfoundation.org.

A deposit is required before the IPS Team begins the matching process. The full payment is then due once a placement has been agreed upon by both the applicant and the host organisation. In the unlikely event that IPS cannot find a suitable placement for an applicant, a refund of the deposit will be provided minus the cost of initial matching costs and bank transfer fees (\$50). Interns are expected to fund necessary costs such as airfare, health insurance, and vaccinations. Other costs the intern is likely to incur whilst in Thailand include visas, food, and accommodation. Qualified applicants will be contacted by a member of the IPS team to schedule an interview via phone or Skype.

A Step-by- Step Guide to the IPS Application Process:

- Complete and submit all Application Documents
- IPS will assess your application and contact qualified candidates
- If assessment is successful, candidates must pay a \$100 USD deposit to The Branch Foundation and also sign an Engagement Agreement
- IPS will then conduct an interview via phone or Skype with the candidate
- The IPS team then searches the database of our host organisations and provides the candidate with at least two placements options
- At this point, the successful candidate must pay the outstanding service fee to The Branch Foundation
- The candidate decides which placement they prefer and informs IPS of the selection
- Once The Branch Foundation has received full fee, IPS will introduce the intern to the host organisation and help facilitate all logistical planning
- Intern will be provided with a Memorandum of Understanding that must be signed by all relevant parties before the intern's departure from their country of residence
- IPS provides the intern with a Support Pack including "Cultural Tips for Your Internship Placement" and "Fundraising Tips for Placement Expenses"
- Intern arrives in Thailand and is met by a member of the IPS team before beginning their internship placement

Application Document Checklist:

- Application Form
- 2 Academic and/or professional references (Note: A space for this information is provided on the Application Form)
- Personal Statement Essay (600 words max). NOTE: A good personal statement should include information about the applicant's background, areas of interest, previous international experience, desired career path, etc.
- An up-to-date CV/Resume

Should you have any questions during the application process, please do not hesitate to contact the IPS Team at branchservices@thebranchfoundation.org.