



## **Guidelines for trainee job – for individuals at KI with a foreign background**

### **The aim of trainee job for those with a foreign background**

Work experience can open up and create opportunities for unemployed persons with a foreign background to enter the labour market. Karolinska Institutet seeks to create work experience positions for persons with a foreign academic background and thereby help to increase opportunities for them to enter the Swedish labour market.

### **Scope**

These guidelines are intended for persons with a foreign background who possess the qualifications expected for the work experience position in question. They are the outcome of a measure in KI's Diversity Plan for 2006. The aim of this measure is to increase diversity among persons carrying out KI's administrative duties, among others.

### **What a trainee job position means for the employer**

Work experience should normally be full-time (40 hours a week) and last for up to six months. A work experience position may not replace the normal activities carried out at the workplace, but should amount to an additional measure, with a defined goal and aim. In the course of the work experience the Employment Centre may ask the trainee to attend a follow-up interview or take part in jobseeking or guidance activities. Participation by the trainee is compulsory. Before being earmarked for work experience, each individual work assignment must be taken up with the central employee representatives.

### **Procedures for trainee job positions at KI**

Prior to each individual trainee job position, KI must define its purpose and ensure that the duties of the position do not replace normal activities. Contact should then be made with the Employment Centre for International Graduates, where the assignment should be presented, together with the relevant work area and qualifications required. The Employment Centre decides whether the assignment falls within the scope of a trainee job position.

Administrators at the Employment Centre then assist the department, based on the qualifications profile drawn up, in finding a suitable person. A number of candidates may be put forward and the department then decides which of them it wishes to have. Once the department has decided this, the matter is taken up with the central employee representatives. The Employment Centre sends the department confirmation of the decision, together with a copy to the diversity coordinator at the Personnel Department, Lotta Mannerstråle.

The department then appoints a supervisor, who makes sure that the trainee receives instructions about how the work is to be carried out and that he or she does not work in total isolation from other activities.

The employer must also ensure that the trainee is given a written testimonial (*arbetsintyg*) on completion of the work experience.

### **Remuneration and insurance cover**

During the trainee job period the trainee receives from the Insurance Office an activity grant, equivalent to unemployment benefit. Trainees are insured for work injuries, pain and suffering etc. and also have life cover. Compensation for damage or injury caused by the trainee is payable by the state. A trainee job position entails no costs for KI.

### **Responsibility for the work environment**

Under the Labour Market Policy Programmes Act (2000:625), those who are referred to a labour market policy programme are placed on the same footing as an employee as far as certain provisions in the Work Environment Act are concerned. This means that those who make their workplace available for work experience are responsible for ensuring that the work is carried out in a safe manner.

The trainee job provider has a duty to ensure that work premises, tools and equipment, machines, work methods and the procedures for handling dangerous substances satisfy certain basic requirements from the standpoint of the work environment. It is important for the person who is assigned a work experience position to be made fully aware of and instructed in the safe performance of their duties. The provider must also report accidents to the Insurance Office and the Work Environment Inspectorate.

### **Regulations**

Labour Market Policy Programmes Act (2000:625)  
Labour Market Policy Programmes Ordinance (2000:634)  
Activity Grants Ordinance (1996:1100)

### **Who should I contact if I am interested in accepting a work experience trainee?**

You should get in touch with Arbetsförmedlingen Internationella Akademiker (Employment Centre for International Graduates)  
Phone (office): 08-462 84 50  
Östgötagatan 16, plan 6, Box 4154, 102 64 STOCKHOLM  
E-mail: [internationella-akademiker@lanab.amv.se](mailto:internationella-akademiker@lanab.amv.se)

Contact person at KI, Diversity Coordinator  
Lotta Mannerstråle tel: 08-524 86 399 e-mail: [lotta.mannerstrale@ki.se](mailto:lotta.mannerstrale@ki.se)

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