



GROWING OUR FUTURE

RESOURCE KIT TO RUN
INTERNSHIP PROGRAMMES

MAY 2025

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Master Index (All five documents)

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Good Practice Guide

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This Good Practice Guide and the accompanying Resource Kit were developed as a follow-on from the *Growing Future Horticulturalists* (GFH) evaluation (Phase I) completed in September 2024, funded by Food and Fibre Centre of Vocational Excellence. Phase II of the project developed new tools and adapted existing ones using a principles-based approach to support broader application across internship programmes in New Zealand's food and fibre sectors. An environmental scan and sector consultation helped identify and refine a set of practical, field-tested resources, resulting in a flexible toolkit designed to support quality internship delivery, coordination, and mentoring.

The purpose of the Guide is to ensure the consistent and effective application of resources across internship programmes. By aligning these resources with core principles guiding internships (Skills Consulting Group, 2023), they promote high-quality processes and practices that maximise the learning experience for interns, enhance their contribution to the workplace, and address the goals of employers and industries.

By integrating these principles into the resources and actively applying them, internship programmes can ensure consistent, high-quality practices. Effectively using these resources supports impactful learning experiences for interns while also contributing to workforce development needs.

Why use the Resource Kit?

This kit is designed to streamline the planning, implementation, and evaluation of internship programmes, promoting a positive experience for all involved. By utilising these resources, employers and supervisors can ensure that interns are effectively onboarded, supported, and engaged throughout their placement. For interns, the kit provides a structured framework to help them achieve their learning and development goals.

What's Included in the Resource Kit?

The resources in this kit are designed to support employers, supervisors, mentors, programme coordinators, and interns in achieving a consistent and effective approach throughout all stages of an internship programme. The tools address essential elements of the internship journey, including onboarding, mentorship, performance evaluation, self-assessment, and goal setting. By providing a structured yet adaptable framework, they ensure high-quality practices that enhance the intern's learning experience while aligning with industry and organisational objectives. The nature and variety of these resources makes

them valuable for creating impactful internships that benefit both the interns and their host organisations.

Sourced from several organisations through an environmental scan, which included a literature review and benchmarking of industry practices, these tools have been adapted to meet the diverse needs of food and fibre industries. The environmental scan also incorporated input from stakeholders and considered existing policies and standards to ensure the resources are relevant, practical, and evidence-based. This process has ensured that the tools are versatile and widely applicable across various workplace contexts whilst maintaining alignment with best practices.

To respect and acknowledge the original contributions, all adapted resources are referenced, ensuring proper attribution to their authors. The kit includes a range of resources tailored to support critical areas such as planning, feedback, supervision, and intern development, providing a holistic approach to managing and enhancing internship programmes. Key tools in the collection include:

Checklists

- Pre-induction and induction checklists for employers and supervisors to ensure a smooth onboarding process.
- Self-assessment checklists for interns and mentors to regularly review progress and learning experiences.

Planners

- Training plans providing structured approach for developing key skills, tracking progress, and ensuring alignment between an intern's learning and goals and industry needs.
- Activity planners designed to organise tasks, schedule progress reviews, and track milestones.

Guides

- Detailed guides for mentors and programme coordinators, providing actionable tips for effective mentoring, feedback, and communication.
- Question banks for interns and mentors to guide productive, focused discussions and actionable next steps.

Observation and Evaluation Forms

- Templates to document intern performance, track learning progress, and provide constructive feedback.

Goal-Setting Templates

- Resources to help interns and supervisors collaboratively set learning objectives, align expectations, and evaluate outcomes.

Mentoring Support

- Mentoring Plan – A structured template to help mentors and interns set clear goals, outline expectations, and establish a roadmap for the mentoring relationship.

- Mentoring Log – A tracking tool for recording mentoring discussions, key takeaways, and action steps to ensure ongoing progress and accountability.

Intern Success Model

The Intern Success Model provides a structured approach to internship programme success, aligning with the Internship resources in this Guide. The model defines the essential stages and actions that contribute to a meaningful and effective internship experience and maps out three phases: i) pre-programme; ii) during the internship; and iii) post-programme, while identifying resources that can support each stage. These resources provide structured guidance to ensure a well-planned intern orientation, clear learning objectives, effective mentorship, ongoing goal progress tracking, and reflective evaluation, creating a high-quality internship experience for both interns and host organisations.

Internship Phase	Key Actions
Pre-Internship: Setting the Foundation	<ul style="list-style-type: none"> ✓ Establish clear learning objectives using the <i>Developing a Mentoring Plan</i> resource. ✓ Onboard the new intern using the <i>Intern Induction Checklist</i> that covers pre-induction preparation, workplace introduction, and ongoing engagement. ✓ Align intern roles and responsibilities through structured onboarding. ✓ Provide interns with key tools, such as the <i>Intern Training Plan</i> and <i>Mentee's Self-Review Checklist</i>, to encourage self-directed learning.
During Internship: Supporting Development and Growth	<ul style="list-style-type: none"> ✓ Facilitate continuous feedback and skill development using the <i>Mentor's Question Bank</i> and <i>Internship Evaluation Checklist</i>. ✓ Support workplace integration through the <i>Mentoring Meeting Model</i> and <i>Check-In Guide</i>. ✓ Monitor progress and challenges using <i>Evaluating the Intern's Progress and Outcomes</i>.
Post-Internship: Reflecting and Measuring Impact	<ul style="list-style-type: none"> ✓ Conduct reflective evaluations using the <i>End of Programme Interview</i> to assess intern experiences. ✓ Recognise intern contributions and achievements through structured exit processes. ✓ Gather insights for programme refinement, ensuring continuous improvement of internship opportunities.

Principles Guiding Internships

A successful internship programme is built on clear, evidence-based principles that ensure meaningful learning, effective supervision, and strong industry alignment. These principles ensure that internships are practical, well-supported, and aligned with industry expectations, benefiting both interns and the organisations that host them.

By embedding effective mentorship, structured learning, and ongoing feedback, the principles help interns develop the skills, confidence, and experience needed for future career success. Each principle reflects best practices in internship programme design and supports the development of work-ready skills, ensuring that these programmes provide practical experience, professional growth, and long-term career value.

How These Principles Shape the Kit

These principles form the foundation of the Internship Kit, ensuring that every resource contributes to a well-structured, meaningful, and industry-aligned internship experience. They guide the design and application of tools that help interns, supervisors, and organisations maximise learning outcomes.

Principle 1. Industry Involvement and Support

Internship programmes thrive on active collaboration between employers and industry stakeholders. Engaging with industry ensures that the resources and practices align with real-world demands, providing interns with valuable experiences while addressing workforce needs.

Why it matters: Strong industry support enhances programme relevance, employer buy-in, and the overall quality of internships.

Principle 2. Structured and Flexible Learning

Resources should guide a structured yet adaptable approach, ensuring clarity in task planning, learning goals, and daily activities. Flexibility accommodates the varying needs of interns and the diverse environments in which they work.

Why it matters: A balance between structure and flexibility creates a productive learning experience while maintaining the adaptability required in dynamic workplaces.

Principle 3. Holistic Skill Development

Internship resources should focus on the development of both technical skills (e.g., job-specific tasks) and soft skills (e.g., teamwork, communication). This dual focus ensures interns are well-prepared for future employment.

Why it matters: Comprehensive skill-building supports the intern's professional growth and enhances their employability.

Principle 4. Clear Learning Objectives

Each resource should align with well-defined learning objectives, setting clear expectations for interns and supervisors. Objectives should be measurable and linked to specific tasks, milestones, or competencies.

Why it matters: Defining learning goals ensures a shared understanding of success, supporting both performance and development.

Principle 5. Effective Supervision and Mentorship

Resources should assist supervisors in providing consistent mentorship, guidance, and oversight. This includes facilitating regular meetings, offering feedback, and fostering open communication.

Why it matters: Active and supportive supervision is essential for meaningful learning and for interns to feel valued and supported.

Principle 6. Recognition and Value

Internship programmes should recognise the contributions of interns while highlighting the mutual benefits for both parties. Resources should encourage practices that celebrate achievements and acknowledge progress.

Why it matters: Recognising value enhances engagement, motivation, and the intern's sense of purpose.

Principle 7. Evaluation and Feedback

Resources should integrate mechanisms for ongoing evaluation and constructive feedback, allowing both interns and supervisors to reflect and improve.

Why it matters: Continuous feedback and evaluation drive improvement and ensure programme goals are met effectively.

Principle 8. Safety and Inclusivity

Internships should foster a safe and inclusive environment, ensuring all interns feel welcome and respected. Resources should incorporate clear safety guidelines and promote equitable practices.

Why it matters: A safe and inclusive workplace supports intern confidence, wellbeing, and optimal performance.

(Adapted from *Pathways, Pride, And Possibilities: Food and Fibre Apprenticeships in Aotearoa*, prepared by Skills Consulting Group for Muka Tangata and the Food & Fibre Centre of Vocational Excellence)

Resources at a Glance

The following resources form a comprehensive kit designed to support interns, supervisors, mentors, programme coordinators, schools, and organisations in creating a structured, meaningful, and productive internship experience. Below is a summary of the key resources included in the kit, along with a brief description of their purpose and application. The complete Resource Kit is available in the accompanying resource compendium.

Student and Intern Resources

Roadmap to a Career in Horticulture (Prospective Interns)

A structured guide for individuals considering a horticulture career, outlining internship pathways, skill development opportunities, and career progression within the industry.

Application: A student considering an internship uses the roadmap to understand what training and skills will best prepare them for a long-term career in the sector.

Intern Expression of Interest (EOI) and Application Form

An application process that gathers key information about students' backgrounds, interests, and career aspirations to ensure well-matched placements that align with industry needs.

Application: A school career advisor assists a student in completing the EOI form, ensuring they clearly articulate their skills and interests before applying for an industry placement.

Goal Planning Sheet

A tool for setting, tracking, and reviewing goals during the internship. Supports collaboration between the intern and supervisor, ensuring alignment with workplace expectations and personal career development.

Application: An intern and their supervisor meet in the first week to set 2-3 key goals using the Goal Planning Sheet, which is then reviewed regularly to track progress.

Career Reflection Questionnaire for Interns

Encourages interns to reflect on their learning experiences, strengths, and career goals throughout the internship, assess their development, and identify areas for improvement.

Application: Midway through an internship, the intern completes the questionnaire, leading to a discussion with their supervisor about areas they'd like to explore further.

Intern Reflection Journal

A guided journal that helps interns reflect on their experiences, skills development, and industry exposure throughout the internship.

Application: After a field visit, an intern records key takeaways in the journal, noting new technologies and how they relate to their career interests.

Intern Self-Review Checklist

Encourages interns to evaluate their own progress, challenges, and achievements, helping them take ownership of their professional development.

Application: An intern completes the checklist before their final review meeting to reflect on their personal growth and any areas they still want to improve.

The Intern's Question Bank

A set of structured questions that interns can use to engage with mentors, seek advice, and explore career pathways, encouraging active participation in mentoring conversations.

Application: An intern preparing for a networking event uses the question bank to ask an industry leader about career progression opportunities.

Internship Project Report Template

Report template that helps interns document and share their learning experiences from the internship with the host organisation and within their school/education context.

Application: An intern prepares a final presentation using the End-of-Programme Presentation Template, summarising their key projects, skills developed, and industry insights to share with mentors and peers.

End-of-Programme Presentation Slide Deck Template

A structured slide deck designed to guide interns in reflecting on their learning journey, recognising key experiences, and articulating the impact of their internship on their career aspirations. The resource helps interns consolidate their knowledge and skills while providing valuable feedback to host organisations, schools, and programme coordinators.

Application: An intern uses the slide deck to present their key learnings, projects, and skills gained during the internship, while also providing feedback to improve future programmes.

School Resource

Roadmap to a Career in Horticulture (Secondary Schools)

Designed to help schools and career advisors understand the career pathways available in horticulture, including entry points, skills required, and career progression opportunities.

Application: A teacher uses the roadmap to show students how different education pathways, from school-based learning to apprenticeships, lead to careers in horticulture.

Programme Coordinator and Mentor Resources

Developing a Mentoring Plan

A checklist for programme coordinators, mentors, and interns to set clear goals, outline expectations, and plan the internship journey. It covers key elements such as purpose, milestones, communication, and success indicators to support a focused and productive mentoring experience.

Application: At the start of the internship, the programme coordinator/mentor and intern work together using the checklist to create a shared plan that supports open communication, measurable progress, and meaningful learning.

The Mentor's Question Bank

A resource for mentors with structured prompts to facilitate meaningful discussions with interns about career development, workplace skills, and personal growth.

Application: A mentor meeting with an intern for a check-in uses the question bank to prompt a conversation about workplace challenges and strategies for overcoming them.

Mentor Self-Review Checklist

Helps mentors assess their own approach, identify areas for improvement, and refine their mentorship strategies to better support interns.

Application: A mentor completes the checklist at the end of the internship to reflect on how they supported the intern and consider any changes for future mentoring relationships.

Mentoring Log

A structured tool for tracking mentoring conversations, action steps, and progress, ensuring ongoing accountability and development throughout the internship.

Application: After each meeting, a mentor records key discussion points and follow-up actions in the log to ensure continuous learning and accountability.

Programme Coordinator Email Template Resource

A structured set of email templates that help the programme coordinator manage communications with schools, interns, parents, and host organisations.

Application: A programme coordinator emails a school to invite student applications for the upcoming internship, ensuring clear communication and a smooth selection process.

Organisation Resources

Intern Application Form

A structured form for organisations to collect relevant information from internship applicants, including their skills, experience, career goals, and learning needs. It helps ensure the internship opportunity is aligned with both the applicant's aspirations and the organisation's requirements.

Application: Organisations use the form during the recruitment process to assess applicants' interests and capabilities, supporting better placement decisions and a more meaningful internship experience.

Intern Selection Criteria (example)

Outlines the key attributes organisations look for in prospective interns, such as self-sufficiency, willingness to learn, and problem-solving skills, ensuring clear expectations for applicants.

Application: A company developing an internship program refers to the criteria to ensure their selection process is fair and aligned with industry expectations.

Internship Induction Checklist and Planning

A step-by-step guide for onboarding interns, covering pre-induction preparation, workplace introduction, and ongoing engagement to support a smooth transition into the organisation.

Application: On an intern's first day, their supervisor uses the checklist to cover essential topics such as health and safety, company culture, and key team members.

Goal Planning Sheet

A tool for setting, tracking, and reviewing goals during the internship. Supports collaboration between the intern and supervisor, ensuring alignment with workplace expectations and personal career development.

Application: An intern and their supervisor meet in the first week to set 2-3 key goals using the Goal Planning Sheet, which is then reviewed regularly to track progress.

Intern Training Plan

A structured framework for developing key skills, tracking progress, and ensuring alignment between an intern's learning objectives and industry needs.

Application: A supervisor and intern complete the training plan together, identifying key development areas and tracking progress throughout the internship.

Intern Observation Checklist

A structured tool for supervisors to assess an intern's performance, engagement, and skill development over time. Helps provide meaningful feedback and track progress.

Application: A mentor completes the checklist at the end of the intern's second week, identifying areas where they are excelling and where additional support may be needed.

Supporting Interns: Supervisor-Hiring Manager Guide

Provides best practices for supervisors to mentor and support interns effectively, ensuring a positive and productive learning experience.

Application: A supervisor unfamiliar with mentoring reviews the guide before the internship starts to understand how to structure learning opportunities and provide feedback.

Internship Evaluation Checklist and Reflection Questions

A structured resource for supervisors, mentors, programme coordinators, and interns to evaluate progress, reflect on learning, and assess the overall outcomes of the internship. It includes checklists and reflection questions to guide feedback, recognise achievements, and identify areas for ongoing development.

Application: Can be used during and at the end of the internship. Supervisors and interns complete the checklists separately or together to support constructive feedback, continuous improvement, and deeper learning.

Internship Project Report Template

Report template that helps interns document and share their learning experiences from the internship with the host organisation and within their school/education context.

Application: An intern prepares a final presentation using the End-of-Programme Presentation Template, summarising their key projects, skills developed, and industry insights to share with mentors and peers.

End-of-Programme Interview Guide

Collects feedback from interns at the conclusion of their internship, providing insights into what worked well, areas for improvement, and the impact of the experience on their career aspirations.

Application: During the intern's final week, a supervisor conducts a structured conversation using the guide to gather insights into what worked well and areas for improvement.

Implementing and Measuring Impact

For each tool in the Internship Kit, follow these guidelines to ensure effective application and evaluation of its effectiveness. By successfully implementing and assessing these resources, you can enhance the intern's learning experience, track outcomes, and refine internship practices based on data and feedback.

1. Understand the Tool

- Review the resource and its purpose within the context of your internship programme.
- Identify the principle(s) the tool aligns with and how it supports intern learning and development.

2. Integrate into Programme Practices

- Embed the tool into your internship programme workflow, ensuring it aligns with tasks, milestones, or phases (e.g., induction, ongoing development, or evaluation).

3. Communicate Expectations

- Explain to supervisors, interns, and mentors how to use the tool/s effectively.
- Provide clear instructions on its purpose and application.

4. Measure Impact and Outcomes

- Evaluate the tool's effectiveness by gathering feedback from interns, supervisors, programme coordinators, and mentors.
- Use observation checklists, goal-setting tools, and review meetings to assess progress and outcomes.

5. Reflect and Improve

- Regularly review the application of the tool and its alignment with internship principles and its impact on the intern's learning and development.
- Adapt the tool as needed based on feedback and evaluation results.

By applying these resources with intention and consistency, programme stakeholders can create engaging, supportive, and skill-building internship experiences. The tools within this collection are practical aids and reflect a commitment to developing future talent and ensuring meaningful learning opportunities.

Acknowledgements

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Resources for Students and Interns

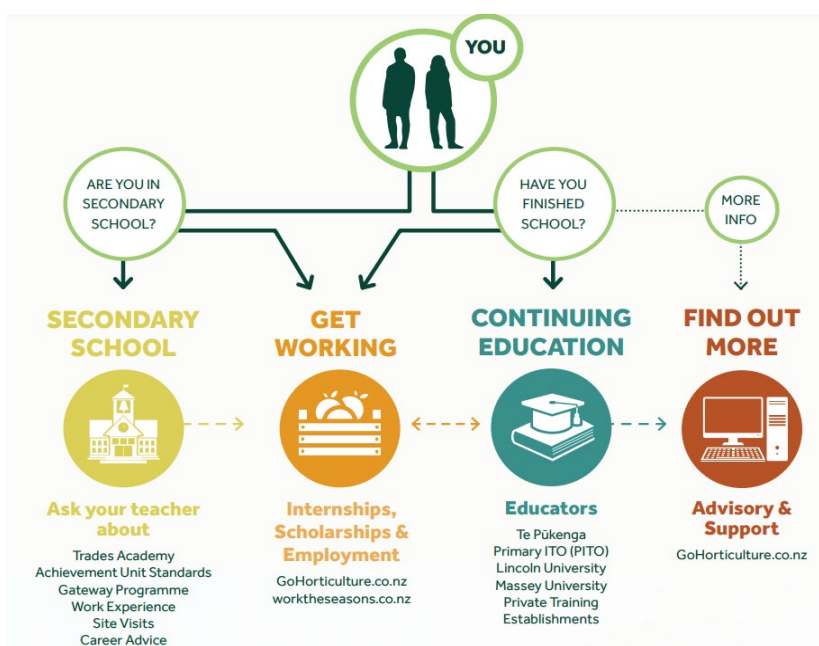
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Roadmap to a Career in Horticulture for the Prospective Student Intern

The **Roadmap to a Career in Horticulture for the Prospective Student Intern** is designed to help individuals interested in horticulture understand the steps they can take to enter and progress within the industry and helps students to:

- Identify entry points into horticulture, including school programmes, internships, and hands-on industry experiences.
- Understand the skills and qualifications that can enhance their employability in the sector.
- Explore progression pathways, such as moving from internships to apprenticeships, further education, or full-time employment.
- Align their interests, strengths, and career aspirations with the diverse opportunities available in the horticulture industry.



(Reference: GoHort NZ Summer Internship Programme - <https://gohorticulture.co.nz/resources/>)

Intern Expression of Interest (EOI)

Section		Response
Applicant Information	Full Name	
	Date of Birth	
	Gender	
	Contact Number	
	Email Address	
	Residential Address	
Educational Background	Current School/Institution	
	Year Level/Grade	
	Major Subjects or Focus Areas	
	Academic Achievements	
Parent/Caregiver Information	Full Name	
	Relationship to Applicant	
	Contact Number	
	Email Address	
	Residential Address (if different)	
Programme Interest	Desired Placement	
	Duration of Interest	
	Preferred Start Date	
	Objectives for Participating	
Relevant Experience	Previous Work or Volunteer Experience	
	Skills and Competencies	
	Extracurricular Activities	
Additional Information	Why are you interested in this programme?	
	How does this programme align with your goals?	
	Any other information?	
Declaration	Applicant Signature	
	Date	
	Parent/Caregiver Signature (if under 18)	
	Date	

EOI Application Checklist (page 2)

The following steps outline the application process for students and their parents/caregivers:

Step 1

Complete the EOI form with all necessary details.

Step 2

Obtain signatures from the applicant and guardian (if applicable).

Step 3

Submit the completed form to the designated internship coordinator.

Step 4

Applications will be reviewed based on alignment with programme goals and industry requirements.

Step 5

Shortlisted applicants will be contacted for further discussion or placement confirmation.

Expectations & Responsibilities of the Student Intern

- Be proactive in their learning and engagement.
- Follow workplace guidelines, safety procedures, and professional conduct expectations.
- Seek clarification and feedback where needed.
- Contribute positively to the work environment.

(Adapted from AgriFutures *Placement Navigator*: <https://agrifutures.com.au/wp-content/uploads/2024/01/24-010-placement-navigator-student-parent.pdf>)

Goal Planning Sheet

Intern: _____

Workplace: _____

Supervisor: _____

Goals	Date	Person Responsible	Achieve By	Review Date
Workplace Skills				
Project Progress				
Opportunities, Ideas, and Feedback				
Personal Development				

General Comments: Intern
<hr/>
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General Comments: Supervisor
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Next Review Date:

(Adapted from *GoHort Resources*: <https://gohorticulture.co.nz/resources/>)

Intern Career Reflection Questionnaire

Reflection Area	Question	Intern Response
Understanding the Industry and Organisation	What did I learn about the industry and the organisation during this internship?	
	How has my understanding of the industry changed since starting the programme?	
	What aspects of the organisation's culture, values, and work environment stood out to me?	
Personal and Professional Development	What skills have I developed or improved during this internship? (e.g., technical skills, teamwork, problem-solving)	
	What were my biggest challenges, and how did I work through them?	
	In what ways have I grown more confident in my abilities?	
	How did I adapt to new situations, tasks, or responsibilities?	
Applying Learning to Future Opportunities	What tasks or projects did I enjoy the most, and why?	
	How has this experience influenced my career goals or future plans?	
	What new career pathways or job roles am I now considering as a result of this internship?	

Reflection Area	Question	Intern Response
Workplace Dynamics and Teamwork	What did I learn about working in a professional team environment?	
	How did I contribute to the team, and how was my input valued?	
	What feedback have I received from colleagues or mentors, and how can I use it to improve?	
Looking Ahead	If I could redo any part of my internship, what would I do differently?	
	What are my next steps in continuing to develop the skills I have gained?	
	How can I use the knowledge and experience from this internship to prepare for future job opportunities?	

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Intern Reflection Journal

Intern's Name: _____

Internship Programme Name: _____

Host Organisation Name: _____

Programme Start Date: _____

Programme End Date: _____

Reflection 1. Orientation and First Impressions

(Reflect on your first days in the internship)

- What were your initial thoughts about the organisation and team?
- How did the orientation process help you understand your role?
- What questions or concerns did you have at the start?

Reflection 2. Workplace Culture and Environment

(Consider the work environment and how it influences your experience)

- How would you describe the workplace culture?
- What have you learned about professional communication and teamwork?
- Have there been any challenges in adapting to the work culture?

Reflection 3. Skills and Knowledge Development

(Track the skills and knowledge you gain throughout the internship)

- What new skills have you learned so far?
- How are you applying your academic knowledge in a real-world setting?
- What areas do you feel you need to improve?

Reflection 4. Technology and Tools Used

(Reflect on any technology, software, or tools you have used during your internship)

- What new technologies or tools have you learned to use?
- How do these tools help improve efficiency and work processes?
- What was the biggest challenge in learning new technology?

Reflection 5. Field Trips, Site Visits, and Industry Exposure

(Document experiences from off-site visits or industry-related activities)

- Where did you go, and what was the purpose of the visit?
- What did you learn from seeing the industry in action?
- How has this experience influenced your career perspective?

Reflection 6. Cross Departmental Learning

(Reflect on any experiences where you interacted with different departments or teams)

- Which departments did you engage with?
- What insights did you gain from working with different teams?
- How does interdepartmental collaboration impact the organisation?

Reflection 7. Challenges and Problem-Solving

(Think about the obstacles you faced and how you approached them)

- What was the biggest challenge you encountered?
- How did you overcome it, and what did you learn from the experience?
- If you could handle the situation differently, what would you change?

Reflection 8. Feedback and Growth

(Consider how feedback has helped you develop professionally)

- What feedback have you received from mentors or supervisors?
- How has this feedback influenced your work and growth?
- What steps will you take to continue improving?

Reflection 9. Career Reflections and Future Goals

(Think about how your internship experience aligns with your career aspirations)

- Has this internship changed your career goals or interests?
- What aspects of this work would you like to pursue further?
- What are your next steps after completing this internship?

Reflection 10. Final Reflections and Key Takeaways

(Summarise your overall experience and lessons learned)

- What are the top three takeaways from your internship?
- How has this experience shaped your professional mindset?
- What advice would you give to future interns?

*(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)*

Intern Self-Review Checklist

1. How am I working towards achieving my goals?(**Guide:** *What steps have I taken, and how effective have they been in helping me make progress toward my goals?*).

2. What is going well in my internship? (**Guide:** *What skills am I developing, what have I achieved, and what am I learning so far?*).

3. What is a problem I am facing at present and why is it a problem? (**Guide:** *What challenges or obstacles am I encountering, and how are they affecting my progress?*).

4. What actions can I take, or what advice can I ask my mentor for, to deal with the problem? (**Guide:** *What practical steps can I take, or what specific guidance do I need from my mentor to address this issue?*).

5. What skills and knowledge am I developing through this internship? (**Guide:** *What new abilities, insights, or competencies have I gained so far?*).

6. What new ideas am I gaining from this internship? (**Guide:** *What perspectives or approaches have I learned from my work or discussions with my mentor?*).

7. What tasks or projects do I find most rewarding or enjoyable, and why? (**Guide:** *Which activities stand out as the most meaningful or interesting, and what makes them so valuable to me?*).

8. How am I applying what I am learning in the internship to real-world situations or challenges? (**Guide:** *Can I think of specific examples where I've used new skills or knowledge to solve problems or complete tasks?*).

9. What aspects of the work environment or team dynamics are helping me grow? (**Guide:** *How are the people, culture, or structure of the workplace supporting my development?*).

(Reference: *Dr Lesley Petersen, Petersen Consulting, on behalf of Food and Fibre Centre of Vocational Excellence*)

The Intern's Question Bank: What to Ask Your Mentor

1. What advice helped you the most when you were starting out in this role?
2. What are some goals you are working on right now, and why are they important to you?
3. Can you share one of your goals and how you are working towards it?
4. What training or learning experiences have been the most useful for improving your skills?
5. Can you tell me about a goal you're proud of achieving and how you managed to achieve it?
6. How do you figure out if you've achieved a goal you set for yourself?
7. How have you found or created opportunities to grow in your career?
8. What motivates you to keep working towards your goals?
9. What helps you when you need to make a change in your job or routine?
10. How do you know when you've been successful at something?
11. What do you think about or do when you have to make an important decision?
12. What's one of the best decisions you've made, and who or what helped you make it?
13. What kind of situations or work makes you feel the most motivated or inspired?

*(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)*

Internship Project Report Template

Intern's Name: _____

Host Organisation Name: _____

Project Name: _____

Section One: Project overview

- Introduce yourself briefly, including your academic background and career interests.
- Provide a short overview of the project you worked on, explaining its purpose and how it fits into the organisation's goals.

Section Two: Organisation and Project Context

- Briefly describe the host organisation and the department where your project was based.
- Explain how the project aligns with the organisation's industry, mission, or objectives.

Section Three: Project Scope and Responsibilities

- Outline the scope of your project, including specific tasks and objectives.
- Describe how you applied relevant skills and knowledge to complete the project, including any research, technical work, or collaboration involved.

Section Four: Key Skills and Learning

- Explain the key technical and practical skills you developed while working on the project.
- Discuss any new tools, methods, or problem-solving techniques you applied to achieve the project's goals.

Section Five: Industry Relevance and Insights

- Discuss how your project contributed to a broader understanding of industry trends or challenges.
- Highlight any emerging skills or knowledge areas that were particularly relevant to your work.

Section Six: Project Outcomes and Achievements

- Provide a detailed summary of your project, including its objectives, methodology, and outcomes.
- Highlight your specific contributions and any measurable impact the project had on the organisation or industry. Where possible, include visuals, data, or key findings to support your report.

Section Seven: Support and Collaboration

- Identify any mentors or team members who provided guidance on your project.
- Describe how their feedback or support helped shape the project's direction and outcomes.
- Explain how this guidance influenced your learning.

Section Eight: Challenges and Problem-Solving

- Describe a significant challenge you encountered while working on the project and how you addressed it.
- Explain any problem-solving strategies you used and how overcoming this challenge contributed to your professional growth.

Section Nine: Reflections and Recommendations

- Reflect on what aspects of the project went well and any improvements that could be made.
- Provide recommendations for future interns who may work on similar projects.

Section Ten: Key Takeaways and Next Steps

- Share any final thoughts and key takeaways from the project experience.
- Explain how this project has influenced your future career plans.
- Discuss how you plan to build on the skills and knowledge gained through this experience.

(Reference: *Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence*)

End-of Programme Presentation Slide Deck Template

Summary of ppt slides:

Title Slide	Internship Learning Experience
Slide One	Introduction
Slide Two	About the internship programme
Slide Three	Role and responsibilities
Slide Four	Key learning and development
Slide Five	Industry insights
Slide Six	Mentor and team support
Slide Seven	Key project/learning
Slide Eight	Reflections and feedback
Slide Nine	Future plans
Slide Ten	Acknowledgements

(Reference: *Dr Lesley Petersen, Petersen Consulting, on behalf of Food and Fibre Centre of Vocational Excellence*)

Resources for Schools

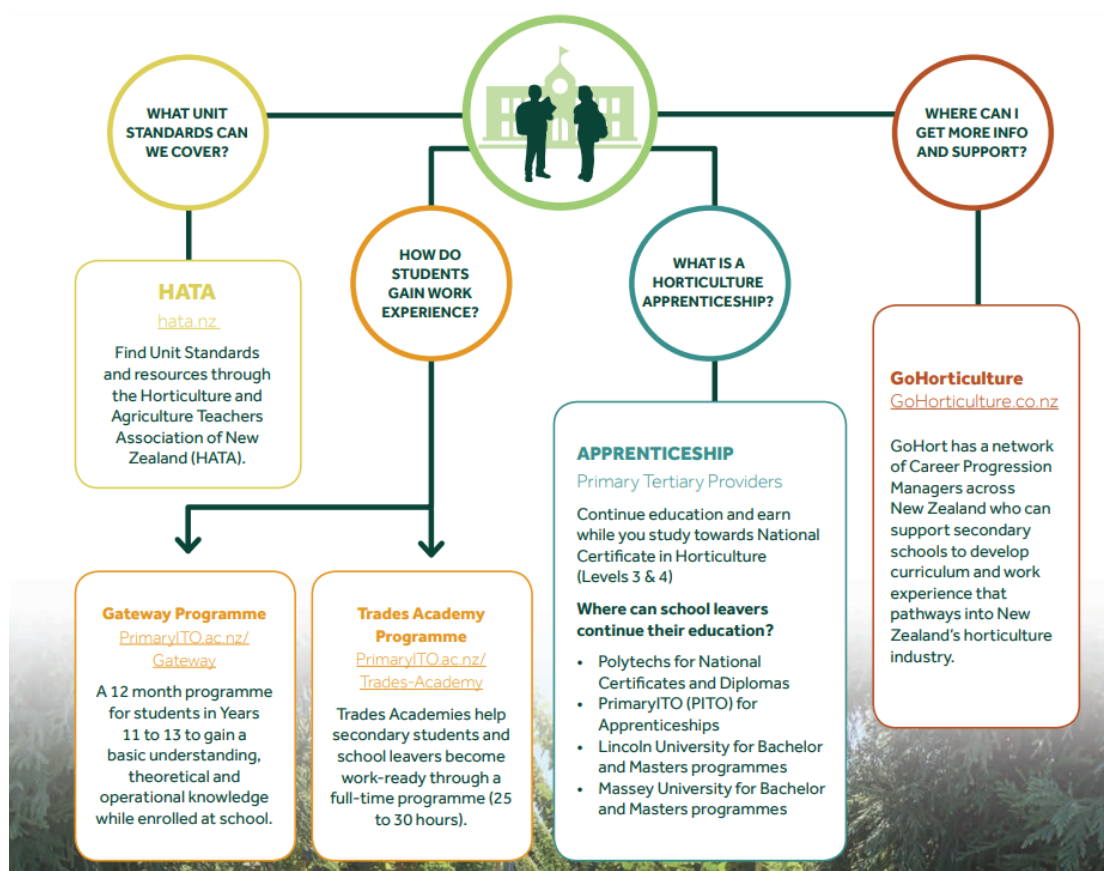
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ROADMAP TO A CAREER IN HORTICULTURE FOR SECONDARY SCHOOLS **ERROR! BOOKMARK NOT DEFINED.**

Roadmap to a Career in Horticulture for Secondary Schools

The **Roadmap to a Career in Horticulture for Secondary Schools** is designed to help schools understand and communicate the potential career pathways available to students in the horticulture industry. Specifically, the roadmap helps schools to:

- Identify different pathways into horticulture, from school-based learning to hands-on industry experiences.
- Understand the skills and qualifications required at each stage of a student's journey.
- Explore progression opportunities, including internships, apprenticeships, and further education.
- Highlight the range of career options in horticulture, from practical, hands-on roles to leadership, research, and innovation.
- Support students in aligning their interests, strengths, and aspirations with potential careers in horticulture.



(Reference: GoHort NZ Summer Internship Programme - <https://gohorticulture.co.nz/resources/>)

Resources for Internship Programme Coordinators/Mentors

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Developing a Mentoring Plan

<p>What is the purpose of the mentoring support?</p> <p>Write a statement of purpose describing why this partnership is important, how it will support the mentee.</p>	
<p>What does the intern want to achieve through the internship programme?</p> <p>Identify the intern's goals and the outcomes that will indicate they have successfully achieved them.</p>	
<p>How will the partnership proceed?</p> <p>Plan for potential challenges that may arise at the beginning of the partnership and identify strategies to manage or avoid these challenges.</p>	
<p>What is the timeline for the partnership?</p> <p>Collaborate to create a timeline that includes the intern's milestones, indicators of progress, action steps, and expected completion dates.</p>	

Communication methods and frequency Define how and when mentor-intern interactions will occur.	
Roles and responsibilities Outline specific roles for both the mentor and the intern to ensure clarity and accountability.	
Success indicators Agree on what success looks like in this partnership, including specific outcomes or growth areas.	
Intern's strengths and development areas Highlight where the intern is starting and what they can focus on developing.	
Resources and support needed Note tools, training, or connections that could help achieve goals.	
Programme review Define how progress will be evaluated during the programme.	
End-of-programme review Define how progress will be evaluated at the conclusion of the programme.	

(Reference: *Dr Lesley Petersen, Petersen Consulting, on behalf of Food and Fibre Centre of Vocational Excellence*)

The Mentor's Question Bank

The First Meeting

- What are you most looking forward to during this internship?
- Is there anything you feel nervous, or unsure about that I can help with?
- What do you think you might need most from me to feel supported during this internship?
- Are there any specific skills, tasks, or experiences you'd like to focus on during this internship?
- If something feels challenging or overwhelming, how can I best support you?
- What would make this internship feel like a success for you?
- How can we check in together to see how things are going and adjust if needed?

General Mentoring Questions

- What help do you need most from me (today)?
- What progress have you made since our last session?
- What hasn't been working for you since we last met?
- What would be the most helpful thing for you to take away today that you can put into action for your learning and development?

Goal Setting

- What would you like to achieve by the end of this internship programme, even if you're unsure of your long-term goals?
- What skills, knowledge, or experiences are you hoping to gain during this internship?
- Are there areas of your work, learning, or confidence where you feel you need the most support?
- What tasks or activities do you think will challenge you in a way that helps you grow?
- What could we work on together over the next few weeks or months that would be the most meaningful for your development?

Uncovering the 'Why' Behind Goals

- Why is this goal important to you?
- What will achieving this goal give you?
- How will this goal impact your work or personal life?
- What are the consequences of not achieving this goal?

Exploring Strengths and Challenges

- What personal qualities or skills do you think are your biggest strengths?
- Can you share a time when you overcame a challenge? What helped you succeed?
- What kind of tasks or situations do you find easiest to handle? Why do you think that is?
- Are there any skills or abilities you feel unsure about but would like to improve?
- What feedback have you received from others about your strengths or areas for growth?
- What is something you've achieved, big or small, that you didn't think you could at first?

Career Development

- What aspects of this internship are you enjoying the most so far?
- How does this internship align with your future career aspirations?
- What skills or knowledge would you like to develop during this internship?
- What has this experience taught you about the kind of work environment you thrive in?
- Where do you see yourself in the next few years, and how can this internship help you get there?
- Are there any areas of your career plan you feel uncertain about that we can explore together?
- What inspires you most about this industry?

Guided Exploration

- If you could try something completely new during this internship, what would it be?
- How do you feel when you're working on something you enjoy or feel good at?
- What situations make you feel the most uncertain? Why?
- Are there things you've done in the past that surprised you in a positive way?
- If you could imagine a "perfect day" at work or school, what would it look like?
- How do you typically respond when something feels hard or unfamiliar?

*(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)*

Mentor Self-Review Checklist

Self-evaluation Question	Reflection
How well have I supported my intern in achieving their goals? (What guidance and advice have I provided that has been aligned with their aspirations and developmental needs?)	
What has gone well in my mentoring approach? (Which strategies or practices have been most effective in my mentoring approach so far?)	
What challenges or obstacles have I faced as a mentor? (Have there been any difficulties in communication, goal alignment, or other areas? How have I/we addressed these?)	
What could I do differently to improve my mentoring practice? (What adjustments could I make to enhance the quality and impact of my guidance?)	
How have I ensured open and clear communication with my intern? (How do I create an environment where the intern feels comfortable sharing their thoughts and concerns?)	
How have I encouraged my intern to take ownership of their learning and development? (How have I guided the intern to be proactive and accountable in achieving their goals?)	
What feedback have I received from my intern, and how have I used it? (What feedback has the intern shared and how has this influenced my mentoring approach?)	
How am I benefitting from the mentoring partnership? (What skills am I developing, insights I have gained, or personal and professional growth I have experienced as a mentor?)	

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Mentoring Log

Discussion	Action Plan Step (What needs to be done next?)	Steps Taken (What actions have been completed?)	Completion Date	Outcome (What was the result?)
Goal	Goal plan and action steps to achieve each goal	Step/s implemented	[Date]	[Outcome]
1.				
2.				
3.				
4.				
5.				
Bi-Monthly Review	Date of Review: [Insert Date]	<ul style="list-style-type: none"> • Reflect on key progress made. • Identify any ongoing challenges or areas for improvement. • Adjust mentoring focus or goals as needed. 		

Next Meeting Scheduled For: [Insert Date]

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Programme Coordinator Email Templates

Email 1. Initial Contact with Schools: Seeking Interested Students

Subject: Invitation for Students to Apply for [*internship programme name*]

Dear [School contact name]

I hope this email finds you well.

We are excited to introduce the [*internship programme name*], an industry-supported initiative designed to provide hands-on learning experiences for students in Years [11-13]. This programme offers an excellent opportunity for students to gain real-world exposure to the [*industry name*] sector, develop valuable skills, and explore potential career pathways.

We would like to partner with [school name] to identify students who may be interested in participating. Please find attached a programme overview and student application details for your reference. Could you please share this opportunity with your students and let us know if any are interested? We are happy to provide further information and/or arrange a briefing session for students, school personnel, and parents.

Thank you for your support. Please feel free to contact me with any questions.

Best regards,

[Your Name] [Position]

[Organisation Name]

[Email] | [Phone]

Email 2. Initial Contact with Prospective Interns and Parents/Caregivers

Subject: Welcome to the [*internship programme name*] – Next Steps

Dear [Intern's name] and Parents/Caregivers

Congratulations. We are pleased to inform you that you have been shortlisted for the [*internship programme name*]. This internship is a fantastic opportunity for you to gain practical industry experience, develop new skills, and explore career possibilities in [*industry name*].

To ensure a smooth start, we would like to invite you to an information session on [date & time], where we will go over key details about the internship, including expectations, support available, and any required documentation.

Next Steps:

1. Please confirm your attendance at the information session by replying to this email.
2. Review the attached programme outline and agreement form.
3. Let us know if you have any questions before the session.

We look forward to welcoming you to the programme.

Best regards,

[Your Name] [Position]

[Organisation Name]

[Email] | [Phone]

Email 3. Scheduling Catch-up Meetings with Interns (during programme)

Subject: Check-In Meeting – [Internship programme name]

Dear [Intern's name]

I hope you are doing well and enjoying your internship at [*host organisation name*]. As part of the programme, we want to ensure you are supported throughout your journey.

I'd like to schedule a quick check-in meeting to discuss how things are going, address any challenges, and hear about what you've been learning.

Here are the meeting Details:

- Date: [Proposed Date Options]
- Time: [Proposed Time Options]
- Location/Online Link: [Meeting Link or Location]

Please let me know which date/time works best for you or if you need to reschedule. Looking forward to catching up.

Best regards,

[Your Name] [Position]

[Organisation Name]

[Email] | [Phone]

Email 4. Follow-up Communications with Interns and Parents

A. Mid-programme check-in with parents

Subject: Mid-Programme Update – [*internship programme name*]

Dear [Parent/Caregiver's name]

I hope you are doing well. I wanted to check in with you regarding [*intern's name*]'s progress in the [*internship programme name*].

So far, the feedback from [Host Organisation] has been [positive/mention any highlights]. We're also supporting interns through regular check-ins and ensuring they have the best possible learning experience.

If you have any feedback, concerns, or questions about the programme, please feel free to contact me. We appreciate your support in making this a valuable experience for [*intern's name*].

Best regards,

[Your Name] [Position]

[Organisation Name]

[Email] | [Phone]

Email 5. End-of-Programme Follow-up with Interns

Subject: Thank You & Next Steps – *[internship programme name]*

Dear [Intern's name]

Congratulations on completing your *[internship programme name]*. We are incredibly proud of the effort you've put into this experience and hope it has been a valuable learning journey for you.

As we wrap up, we'd love to hear your feedback on the programme. Please take a few minutes to complete the attached reflection form and share your thoughts. Your insights will help us improve the experience for future interns.

We also encourage you to stay connected with the industry and explore further opportunities that align with your career interests. If you need any support, don't hesitate to contact me.

Thank you for being part of this programme, and we wish you all the best in your future endeavours.

Best regards,
[Your Name] [Position]
[Organisation Name]
[Email] | [Phone]

Email 6. End-of-Programme Follow-up with Parents

Subject: Thank You & Closing Update – *[internship programme name]*

Dear [Parent/Caregiver's Name]

As we conclude this round of the *[internship programme name]*, I wanted to extend my sincere thanks to you for supporting *[intern's name]* throughout this journey.

We've seen tremendous growth in the interns, and we hope this experience has been beneficial for *[intern's name]* in shaping their future career aspirations. If you have any feedback about the programme, we would love to hear from you.

Thank you again for being part of this initiative. Please feel free to stay in touch for future opportunities.

Best regards,
[Your Name] [Position]
[Organisation Name]
[Email] | [Phone]

Email 7. Thank You Email to Host Organisation

Subject: Thank You for Hosting Interns – *[internship programme name]*

Dear [Host Organisation contact name]

On behalf of the *[internship programme name]* team, thank you for your support in hosting our interns at *[host organisation name]*.

Your team's mentorship and hands-on guidance have provided valuable industry experience for the interns, helping them develop key skills and gain practical insights. They have shared positive feedback about their time with you, particularly the learning opportunities and workplace experience they gained.

We appreciate the time and effort you have contributed to this programme. If you have any feedback or suggestions for future internship rounds, we would welcome your input.

We look forward to continuing our partnership.

Best regards,

[Your Name] [Position]

[Organisation Name]

[Email] | [Phone]

Email 8. Follow-up Email to Schools on Intern Learning & Future Opportunities

Subject: Internship Outcomes & Future Opportunities for Students – *[internship programme name]*

Dear [School Contact Name]

I wanted to take a moment to share some insights from *[intern's name]*'s experience in the *[internship programme name]*. Over the course of the programme, *[intern's name]* gained hands-on experience in [industry context], developing key skills such as [list key skills, e.g., problem-solving, teamwork, technical skills, communication]. They also had the opportunity to explore real-world applications of their studies, connect with industry professionals, and build confidence in a workplace setting.

We strongly believe that students like *[intern's name]* can play a role in inspiring their peers. We encourage the school to consider providing opportunities for them to share their experience, whether through a school assembly, career day, or a classroom presentation. Hearing firsthand about the benefits of an internship can motivate other students to take part in future programmes and explore career pathways.

If you are interested, we would be happy to support a session where past interns share their experiences with prospective students. Please let us know how we can work together to encourage more students to participate in upcoming programme opportunities.

Thank you for your support in connecting your students with valuable industry experiences. We look forward to continuing our collaboration.

Best regards,

[Your Name] [Position] [Organisation Name]

[Email] | [Phone]

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Resources for Organisations

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Intern Application Form

Section	Details
Personal Information	Full Name: Date of Birth: Email Address: Phone Number: Postal Address:
Education & Qualifications	Current Education Status: (e.g., secondary school, university, vocational training) Institution Name: Field of Study (if applicable): Year of Study/Expected Graduation Date:
Internship Preferences	Why are you interested in this internship programme? (Briefly explain what you hope to gain from this opportunity). Preferred Internship Duration: <input type="checkbox"/> Short-Term (e.g., 4-6 weeks) <input type="checkbox"/> Long-Term (e.g., 3-6 months) <input type="checkbox"/> Other (please specify): _____ Availability: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

Section	Details
	Preferred Work Location (if applicable):
Skills & Experience	<p>Relevant Skills: (What skills or strengths do you have that you believe will be useful during this internship?)</p> <p>Work or Volunteer Experience (if any): (List any previous jobs, internships, or volunteer experiences relevant to this opportunity.)</p> <p>Have you had any prior experience in this industry or field? <input type="checkbox"/> Yes (please specify): <input type="checkbox"/> No</p>
Learning & Development	<p>What are your key learning objectives for this internship? (Describe what skills, knowledge, or experiences you hope to develop)</p> <p>How do you think this internship will contribute to your career goals?</p> <p>Do you have any specific areas of interest within this field?</p>
Additional Information	<p>Do you have any health conditions, accessibility needs, or other requirements we should be aware of to support your internship experience? <input type="checkbox"/> Yes (please specify): _____ <input type="checkbox"/> No</p> <p>Is there anything else you would like us to know about you?</p>
Declaration & Signature	<p>I confirm that the information provided in this application is true and complete to the best of my knowledge.</p> <p>Applicant's Signature: _____</p> <p>Date: _____</p>

(Adapted from: DairyNZ *Applicant Assessment Pack*, shared by Sara Tairi, Ngāti Koroki Kahukura, Kaiakiaki – Māori Development Advisor)

Intern Selection Criteria (example)

1. **Empathy for [Animals]** 🐾

Prospective interns should demonstrate a genuine concern for animal welfare and an understanding of ethical animal care practices.

2. **Self-Sufficiency** 💡

The ability to work independently, problem-solve, and take initiative in various tasks without requiring constant supervision.

3. **Attitude and Willingness to Learn** 😊

A positive mindset, open to feedback, and a proactive approach to learning and improving skills in a professional setting.

4. **Level of Numeracy and Literacy** 📊

Basic competency in numeracy and literacy to ensure accurate record-keeping, understanding of instructions, and effective communication.

5. **Restricted Driver's Licence** 🚗

A valid restricted driver's licence is preferred to allow flexibility in travel and work assignments, particularly in rural settings.

6. **School and Character Reference** 📄

A reference from a teacher, employer, or community leader to validate the applicant's work ethic, reliability, and suitability for the role.

(Adapted from *Growing Future Farmers Cadetship Programme*,
<https://www.growingfuturefarmers.co.nz/faq>)

Internship Induction Checklist and Planning for Employers

This checklist helps ensure your new intern has the best start and a positive experience at your workplace. It supports clear planning, onboarding, and ongoing engagement to maximise the internship's value for both the intern and your organisation.

Pre-Induction Checklist

Task	Date
<input type="checkbox"/> Define a clear plan for the internship role and outcomes, including job descriptions and tasks	
<input type="checkbox"/> Identify who will train, supervise, and mentor the intern	
<input type="checkbox"/> Get to know the intern's background and ensure suitability for the role	
<input type="checkbox"/> Select and confirm a workplace buddy for the intern	
<input type="checkbox"/> Plan regular meetings with the buddy and supervisor	
<input type="checkbox"/> Prepare and complete necessary paperwork	
<input type="checkbox"/> Organise accommodation (if applicable)	
<input type="checkbox"/> Identify and plan for any project options related to the intern's study or interests	
<input type="checkbox"/> Develop a comprehensive induction programme	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Induction Checklist

Task	Date
<input type="checkbox"/> Welcome the intern and introduce them to the team	
<input type="checkbox"/> Provide and explain in-house policies and expectations (e.g., hours, breaks, mobile use)	
<input type="checkbox"/> Issue tools, clothing, and safety gear as required	
<input type="checkbox"/> Deliver a full health and safety briefing	
<input type="checkbox"/> Explain the business structure, plan, and marketing/markets	
<input type="checkbox"/> Introduce the workplace buddy, supervisor, and other team members	
<input type="checkbox"/> Explain the intern's role and expected outcomes	
<input type="checkbox"/> Provide training on necessary equipment and processes	
<input type="checkbox"/> Set up and explain any project options (if applicable)	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

(Reference: GoHort NZ *Summer Internship Programme* - <https://gohorticulture.co.nz/resources/>)

Monthly Planning and Review Sheets

Use the planner to outline key activities, meetings, and progress reviews for each month.

MONTH 1	
Weekly Planner: Week 1	Date
<input type="checkbox"/> Welcome your new intern employee	
<input type="checkbox"/> Induction	
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 2	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 3	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 4	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

MONTH 2	
Weekly Planner: Week 1	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 2	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 3	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 4	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

MONTH 3	
Weekly Planner: Week 1	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 2	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 3	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 4	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

MONTH 4	
Weekly Planner: Week 1	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 2	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 3	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

Weekly Planner: Week 4	Date
<input type="checkbox"/> Weekly meeting	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Notes	

(Adapted from *GoHort Resources*: <https://gohorticulture.co.nz/resources/>)

Goal Planning Sheet

Intern: _____

Workplace: _____

Supervisor: _____

Goals	Date	Person Responsible	Achieve By	Review Date
Workplace Skills				
Project Progress				
Opportunities, Ideas, and Feedback				
Personal Development				

General Comments: Intern
<hr/>
<hr/>
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General Comments: Supervisor
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<hr/>
Next Review Date:

(Adapted from *GoHort Resources*: <https://gohorticulture.co.nz/resources/>)

Intern Training Plan

Intern:		Manager/Programme Coordinator:		
Strengths		Opportunities		
Development Goals and Action Plans				
Area for Focus	Training Required	By When	Training Provider	Progress Update
Manager/Coordinator Support Required				
Employee Signature:	Date:	Manager's Signature:	Date:	

(Adapted from *GoHort Employee Training Plan*, <https://gohorticulture.co.nz/resources/>)

Intern Observation Checklist

Intern: _____

Supervisor: _____

Date(s): _____

Use this checklist to record observations about the intern's learning during their time with your team to help track their progress and provide feedback for the programme.

1. Attendance and Engagement <input type="checkbox"/> Arrived on time and prepared for tasks. <input type="checkbox"/> Demonstrated enthusiasm and interest in tasks. <input type="checkbox"/> Asked questions to clarify tasks or gain a deeper understanding.	4. Safety and Professionalism <input type="checkbox"/> Followed all safety protocols and guidelines. <input type="checkbox"/> Used equipment appropriately and safely (if applicable). <input type="checkbox"/> Demonstrated professionalism in attitude and behaviour.
2. Task Understanding and Performance <input type="checkbox"/> Followed instructions accurately and completed tasks as requested. <input type="checkbox"/> Adapted to new tasks or changes in routine. <input type="checkbox"/> Demonstrated an ability to learn and apply new skills.	5. Initiative and Problem-Solving <input type="checkbox"/> Took the initiative to start or continue tasks without prompting. <input type="checkbox"/> Showed problem-solving skills when faced with challenges. <input type="checkbox"/> Offered ideas or suggestions for improving processes.
3. Communication and Teamwork <input type="checkbox"/> Interacted respectfully with team members and peers. <input type="checkbox"/> Asked for help or guidance when needed. <input type="checkbox"/> Contributed positively to team discussions or group tasks.	6. Overall Learning and Development <input type="checkbox"/> Gained confidence in performing tasks. <input type="checkbox"/> Showed improvement in skills and understanding over time. <input type="checkbox"/> Expressed interest in learning more about the work or industry.

Summary Comments

Please provide any additional comments on the intern's progress, including any areas for further learning and development.

Supervisor Signature: _____

Date: _____

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Supporting Interns: A Guide for Supervisors and Hiring Managers

Thank you for supporting the intern and helping them learn during their time with [organisation]. Your guidance will play an important part in shaping their experience and building their interest in the industry.

Overview of the Internship Programme

Purpose: This programme provides young students with a chance to experience real-life work in horticulture and agriculture while learning new skills.

Goals: Help students understand the industry, develop practical skills, and gain confidence in a workplace environment.

Your Role as a Supervisor/Hiring Manager

As a supervisor, you are key to ensuring the intern has a positive learning experience. You can do this by:

- Supporting the intern's learning by guiding them through tasks and explaining processes.
- Providing regular encouragement and feedback to help them grow personally and professionally.
- Creating a welcoming and supportive environment for them.

How You Can Support the Intern

- i) *Introduce them:* Help the intern feel at ease by introducing them to the team and explaining each team member's role.
- ii) *Guide their learning:* Show them how tasks are done and give clear, simple instructions.
- iii) *Ask questions:* Let the intern know it's okay to ask questions - they are here to learn.
- iv) *Provide feedback:* Offer guidance on how they can improve and acknowledge their progress.
- v) *Be a role model:* Show them how things are done safely and professionally.

Tips for Working with Interns

1. *Keep it simple.* Break tasks into easy steps and explain why each step is important.
2. *Show patience.* Remember, this might be their first workplace experience.
3. *Give context.* Help them understand how their work fits into the bigger picture of what your team or department does.
4. Create a space where they feel comfortable asking questions or sharing their ideas.
5. Encouragement goes a long way in helping them feel confident and motivated.

By supporting the intern, you are helping them build skills, learn about the industry, and develop confidence in a workplace setting. Your role is an important part in making this programme a success. Thank you for being a valuable mentor to these young learners.

(Reference: Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence)

Internship Evaluation Checklist and Reflection Questions

Supervisors, Mentors, and Programme Coordinators Evaluation:

- ☐ What noticeable changes have I observed in the intern's skills, confidence, or approach to work?
- ☐ How do I know the support provided has helped the intern achieve their goals?
- ☐ In what ways has the intern contributed to the team or organisational goals?
- ☐ Have I provided regular feedback and guidance to support the intern's learning?
- ☐ What aspects of the internship programme have been most beneficial for the intern?
- ☐ What challenges has the intern faced, and how have they responded to these?
- ☐ How can we improve the structure or support of the internship programme for future interns?

Intern Self-Reflection Checklist:

- ☐ What progress have I made since the start of the internship?
- ☐ What specific goals have I achieved, and how did the support I received help me accomplish them?
- ☐ What challenges did I overcome, and how did I manage them?
- ☐ How has this internship influenced my confidence, skills, or decision-making abilities?
- ☐ What areas do I still need to develop, and how can I continue to improve?
- ☐ How do I see my achievements contributing to my personal and career goals?
- ☐ What suggestions do I have for improving the internship experience for future participants?

(Reference: *Dr Lesley Petersen, Petersen Consulting, on behalf of Food and Fibre Centre of Vocational Excellence*)

Internship Project Report Template

Intern's Name: _____

Host Organisation Name: _____

Project Name: _____

Section One: Project overview

- Introduce yourself briefly, including your academic background and career interests.
- Provide a short overview of the project you worked on, explaining its purpose and how it fits into the organisation's goals.

Section Two: Organisation and Project Context

- Briefly describe the host organisation and the department where your project was based.
- Explain how the project aligns with the organisation's industry, mission, or objectives.

Section Three: Project Scope and Responsibilities

- Outline the scope of your project, including specific tasks and objectives.
- Describe how you applied relevant skills and knowledge to complete the project, including any research, technical work, or collaboration involved.

Section Four: Key Skills and Learning

- Explain the key technical and practical skills you developed while working on the project.
- Discuss any new tools, methods, or problem-solving techniques you applied to achieve the project's goals.

Section Five: Industry Relevance and Insights

- Discuss how your project contributed to a broader understanding of industry trends or challenges.
- Highlight any emerging skills or knowledge areas that were particularly relevant to your work.

Section Six: Project Outcomes and Achievements

- Provide a detailed summary of your project, including its objectives, methodology, and outcomes.
- Highlight your specific contributions and any measurable impact the project had on the organisation or industry. Where possible, include visuals, data, or key findings to support your report.

Section Seven: Support and Collaboration

- Identify any mentors or team members who provided guidance on your project.
- Describe how their feedback or support helped shape the project's direction and outcomes.
- Explain how this guidance influenced your learning.

Section Eight: Challenges and Problem-Solving

- Describe a significant challenge you encountered while working on the project and how you addressed it.
- Explain any problem-solving strategies you used and how overcoming this challenge contributed to your professional growth.

Section Nine: Reflections and Recommendations

- Reflect on what aspects of the project went well and any improvements that could be made.
- Provide recommendations for future interns who may work on similar projects.

Section Ten: Key Takeaways and Next Steps

- Share any final thoughts and key takeaways from the project experience.
- Explain how this project has influenced your future career plans.
- Discuss how you plan to build on the skills and knowledge gained through this experience.

(Reference: *Dr Lesley Petersen, Petersen Consulting,
on behalf of Food and Fibre Centre of Vocational Excellence*)

End of Programme Interview Guide

Section	Question	Response
Recruitment Process	How did you hear about this internship?	
	Have you applied for other internships?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Did you feel there were enough relevant opportunities?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	How did you find the application process?	<input type="checkbox"/> Easy / <input type="checkbox"/> Difficult / <input type="checkbox"/> Neutral
	How was your Meet & Greet experience?	<input type="checkbox"/> Positive / <input type="checkbox"/> Negative / <input type="checkbox"/> Neutral
	Most beneficial part of your recruitment experience?	
	Any suggested improvements?	
Internship Experience	Was the internship what you expected?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Do you feel you have gained skills and experience?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Did you receive adequate support?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Most enjoyable part of the internship?	
	Least enjoyable part and why?	

Section	Question	Response
	Key highlights?	
	Skills and experiences gained?	
	Additional beneficial opportunities?	
	Would you recommend this internship?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Suggested improvements for future interns?	
Gaining Industry Experience & Insight	Knowledge of the industry before the internship?	<input type="checkbox"/> Low / <input type="checkbox"/> Moderate / <input type="checkbox"/> High

	Do you see career or research opportunities in this sector?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Have you made useful industry connections?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Inclusivity & Support	Did you feel supported throughout?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Were there opportunities to incorporate diverse perspectives?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Final Comments	Additional thoughts or feedback?	
	Advice for future interns?	

Bi-Monthly Review Section (Optional) *For ongoing improvement tracking*

Review Area	Reflection
Key learnings and challenges	
Gaps in experience or support	
Suggested adjustments	

Next Steps

Task	Date
Date of Review	[Insert Date]
Next Meeting Scheduled For	[Insert Date]

(Adapted from: DairyNZ *Exit Report*, shared by Sara Tairi, Ngāti Koroki Kahukura, Kaiakiaki – Māori Development Advisor)