



Host an Intern

Make a difference!

Budding Talents Recruitment Pty Ltd is a unique job placement agency that has successfully tapped into the skills of students and graduates to meet the staffing needs of Australian employers seeking to recruit talented entry-level staff.

Any employer that hires entry-level staff stands to benefit from hosting university interns. By instilling their company with student enthusiasm and productivity, thereby improving their bottom line, employers will also experience the pleasure of assisting emerging graduates with career readiness skills. Successfully managed internship programs serve to entry-level recruitment expenses, improve retention, increase organisational efficiency and favourably market the employer on campus.

Professional Internship Program

Budding Talents Recruitment has developed the “Professional Internship Program” to allow students to apply knowledge gained in the classroom to a real-world, professional work settings. The program enables students to take part in work experience in reputed Australian companies, so they can gain professional skills, experience, and possibly ongoing employment.

Our internship program leads to a win-win situation for both students and host companies. Students experience career opportunity on their path towards a successful profession, while host companies experience an opportunity to utilise the skills, talents, and insight of enthusiastic, motivated young professionals with fresh outlooks and creative, “out-of-the-box” ideas.

How Internships can benefit Companies?

Our interns are very enthusiastic, highly capable, and can be extremely valuable contributors to your productivity.

- Interns often possess content knowledge and technical skills that full-time employees may not. The natural eagerness of truly serious students to get into the “real world” and practice some part of what they learned makes them a genuine asset almost immediately.
- You will have an experienced, tested pool of students from which to recruit for your full-time work forces by seamlessly converting interns to permanent hires. The intern who moves on to become a permanent employee, will most likely have a minimal learning curve and an easier time acclimating to the company culture.

- The interns who become full-time hires are more likely to stick with the organisation, thus giving you much loyal staff.

The intern may be your next star employee!

Our students are interested in gaining work experience in a growing list of occupations:

- **Accounting**

Accountant, Assistant Accountant, Trainee Accountant, Accounts Payable/Receivable Clerk, Payroll Officer, Bookkeeper, Tax Consultant, Audit Assistant, Financial Accountant and more

- **Information Technology**

Helpdesk Analyst, PC Technician, Programmer, Technical Support Officer, Database Developer, Network Engineer, Hardware Engineer, Web Designer, Junior Administrator, Software Testing Technician and more

- **Engineering**

Site Engineer, Design Engineer, Estimator, Quality Assurance Officer, Project Coordinator, Sales Engineer and more

- **Business Administration**

Administration Assistant, Marketing Assistant, Sales Assistant, Human Resources Assistant, Public Relations Assistant, Legal Assistant, Graphic Designer and more

How Internships can benefit Students?

Students who are savvy enough to take advantage of internship opportunities often find themselves at a distinct advantage over their fellow non-internship peers at graduation time. They have, at least, solid resumes with significant work experience, contacts within the business world, and heightened levels of maturity and business acumen.

By combining professional work experience with their qualification, they will be better equipped for the competitive job market. Also, they can expect either a job offer or a reference letter at the end of internship.

Do the Host Company need to pay the salary?

Our Professional Internship Program is 3 months in duration and the intern will participate in the work experience without any expectation for salary benefits.

When you host interns from Budding Talents Recruitment, you can be completely assured that the internship is in compliance with the Fair Work Act 2009. According to which, vocational placement (Internship) means a placement that is:

- undertaken with an employer for which a person is not entitled to be paid any remuneration; and
- undertaken as a requirement of an education or training course; and
- authorised under a law or an administrative arrangement of the Commonwealth, a State or a Territory.

It is to be noted that internship is not free labour. In return, you need to provide the intern with on-the-job training, supervision and a supportive working environment.

What happens after three months?

If you are pleased with the intern's performance and you feel that they can add value to your team, you can employ them as permanent employees else you can just provide them with a reference letter so that they can go ahead and find a different job.

What happens if the Host Company wants to hire the Intern?

As soon as you decide to employ the intern, the internship placement automatically ends. You can make a job offer as per your hiring policies and there will not be any placement fees charged from our side.

Where are the Interns from?

The participating interns:

- Are undertaking or have graduated from courses that lead to recognised Australian qualifications or equivalent
- Participate in comprehensive training provided by their education provider
- Are mostly international students – they can speak excellent English and one or more other languages
- Are legally entitled to work in Australia

Are the Interns insured?

Our interns are covered under our combined public liability and personal injury insurance and you as the Host Company have to bear no cost in this matter.

What kind of Companies can host an Intern?

We work with companies who are willing to provide valuable work experience, on-the-job training and supervision to our interns.

We do not work with companies that promote or condone any form of unlawful discrimination, including discrimination on the grounds of gender, race, colour, national or ethnic origin, marital status, sexual preference, disability, religious or political beliefs or affiliations.

What is the Internship Hosting Process?

Simply call us on 1300 79 80 69 to register your interest in hosting an intern.

At Budding Talents Recruitment, we pride ourselves in finding interns of the highest calibre and we make sure that the intern achieves the most out of the internship opportunity. One of our Placement Consultants will contact you to understand your business needs, after which you will be sent the profiles of the most suitable candidates for the role. We will organize the interviews with the selected candidate at a mutually convenient time.

Upon successful interview, we will work with you and the intern to develop a training plan to make the Professional Internship Program beneficial to both the parties.

1	Intern is interviewed by our Placement Consultant and their career aspirations and competencies discussed
2	Intern's Customised Profile supplied to Host Company
3	Intern's Interview Conducted by Host Company
4	Upon successful interview, Develop Time-table, Job Description and Training Plan for Intern
5	Facilitate Performance Appraisal of Intern by Host Company in Week 6 and feedback given to both
6	Facilitate Final Performance Appraisal of Intern by Host Company in Week 12 and feedback given to Intern
7	In absence of Ongoing Paid Job Offer, a Reference Letter for Intern is requested to Host Company

HOST AN INTERN REQUEST FORM

Company Details

Company:

Contact Person:

Address:

Phone:

Email:

No. of Employees:

Website:

Year Established:

Product/Service:

Placement Details

Job Title:

Start Date:

Type of work:

Part-time

Full-time

Work Hours:

Supervisor's Name:

Pay Rate:

Job Description:

(add extra page if required)

Key Requirements:

Computer Skills:

Transport:

Public

Own Car

Interview Details:

Date:

Time:

No of Candidates:

Interviewer:

Complete this form to request an Intern and fax back to 02 9264 2502 or mail to:
Budding Talents Recruitment Pty Ltd, Suite 101, Level 4, 515 Kent Street, Sydney NSW 2000