

www.studyandwork.com.au

Devoted to Australian and International Talents
Committed to increasing staff productivity of Employers

Professional Internship Program

Break into your career Job!



Benefits of Professional Internship Program:

- ✓ Gain practical experience in the area of your study
- ✓ Gain an insight into Australian workplace culture and industry practices
- ✓ Network and build up contacts
- ✓ Possible job offer from the host company at the end of internship
- ✓ Achieve a reference letter from the host company for future job search

Professional Internship Program is available in following areas:

- ❖ Accounting
- ❖ Architecture
- ❖ Banking & Finance
- ❖ Engineering
- ❖ Event Management
- ❖ Graphic Design
- ❖ Human Resource Management
- ❖ Hospitality
- ❖ Information Technology
- ❖ Insolvency
- ❖ Legal
- ❖ Marketing
- ❖ Office Administration
- ❖ Public Relations

Who can participate?

General criteria for acceptance are:

- ❖ You must have graduated or be studying in the final stage of a course that is relevant to the area of internship.
- ❖ Adequate level of English. This equates to IELTS score of 6.0 or an 'upper intermediate' level of conversational English.
- ❖ You must have the right attitude (e.g. willingness to learn) and the right aptitude (e.g. communication & job skills).
- ❖ You must be the holder of the correct visa and adhere to relevant visa regulations with regards to work conditions.
- ❖ Abide by the Professional Internship Program Terms and Conditions.

How much does the program cost?

The Program Fee for your career advice, placement and ongoing support during the 3 months of internship is:
A\$1,550 (plus GST)

Work Experience Insurance Cost for 3 months:
A\$150 (plus GST)

Administration Fee Deposit:
A\$100 (plus GST)

Total A\$1,800 (plus GST)

When do I pay the fees?

- ❖ No application fee.
- ❖ You pay the relevant fees only when you are given an internship offer and confirmed start date by the host company.
- ❖ Once you accept the internship offer by paying the fees, your internship placement will be confirmed.

What does the fee include?

- ✓ Guaranteed internship placement for 3 months
- ✓ Work Experience Insurance for 3 months
- ✓ Job preparation advise – resume & interview techniques
- ✓ Performance Appraisal by the host company after 6 weeks and 12 weeks in the internship
- ✓ Reference letter from the host company
- ✓ Certificate of Work Experience from studyandwork.com.au
- ✓ Ongoing support - we will maintain contact with you and the employer throughout the internship to ensure there are mutual benefits to the placement

Will I be paid during the internship?

- ❖ Internships are unpaid
- ❖ Host company may offer some allowances at their own discretion
- ❖ Host company is not liable for the payment of salary and other job entitlements because the internship does not constitute the employer-employee relationship between the host company and the intern

How long can I do the work experience for?

Studyandwork.com.au guarantees the internship placement for a period of 3 months. You may be offered a paid job by the host company towards the end of internship.

How many internship offers will I get?

- ❖ STUDYANDWORK.COM.AU will make you one internship offer based on the outcome of the interview with the host company.
- ❖ The internship offer will be communicated to you in writing.

Do I have to attend the interviews?

- ❖ First, you have to attend the informal interview with STUDYANDWORK.COM.AU consultant to enable us to assess your skills and goals.
- ❖ A internship offer will depend on your interview with the host company prior to commencing internship.
- ❖ If you are unsuccessful at the first interview, STUDYANDWORK.COM.AU will provide you with two (2) more interviews.
- ❖ If you are unsuccessful at the additional two (2) interviews, STUDYANDWORK.COM.AU will make every effort possible to arrange further interviews and/or internship offers, however will be unable to guarantee any further outcomes.

How long does it take to secure an internship?

- ❖ STUDYANDWORK.COM.AU requires about 4 to 8 weeks from the date of receipt of the application documents to secure your placement with the suitable host company.
- ❖ Candidates who are not able to secure a placement within such period will be requested to improve their skills to increase the possibility of their placement.

How will I get the confirmation of placement?

Upon confirmation of the internship offer, [STUDYANDWORK.COM.AU](https://www.studyandwork.com.au) will send you a Confirmation Letter with detailed description and all relevant details of the internship offer including commencement date.

What if I'm not happy with the internship offer?

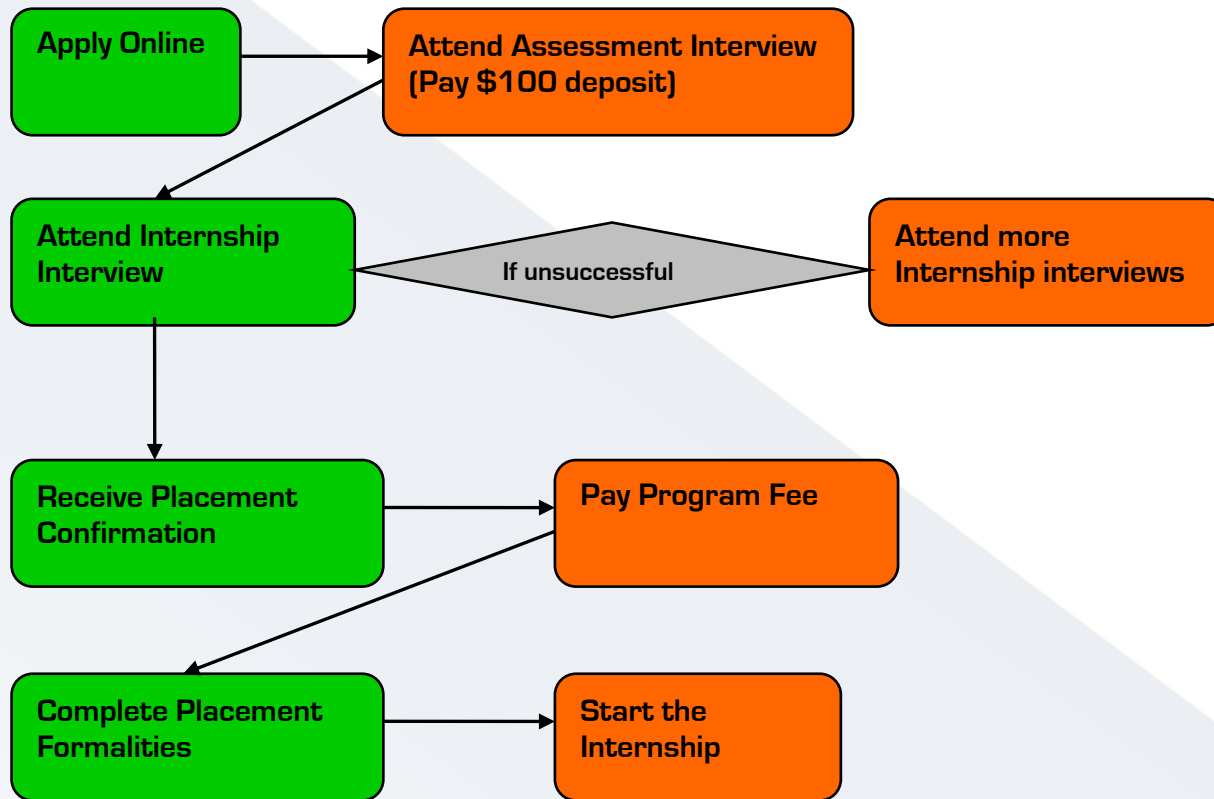
- ❖ STUDYANDWORK.COM.AU endeavors to match you in the best possible available position. You are however required to be flexible with the exact duties and tasks at the work place.
- ❖ STUDYANDWORK.COM.AU will make one offer to you within your requested internship area as stated on the application form. Non-acceptance of the internship offer will constitute cancellation of the application.

How will I be trained on the job?

You will be working with qualified and experienced staff who will:

- ❖ Provide on the job training in all aspects of the role
- ❖ Supervise you on a continuous basis ensuring that you are developing your skills
- ❖ Assist you become competent in all the tasks covered in the job description
- ❖ Ascertain that you are following the correct company and industry practices and procedures
- ❖ Provide you will regular feedback on your performance

Application Process



How can I apply for Professional Internship Program?

Apply Online at:

www.studyandwork.com.au Professional Internship Program
Online Application Form

Call us on 1300 79 80 69

Grab this rare opportunity now and stand out
of the pack!