

Professional Internship Program

Gain Confidence, Competence and Competitive Advantage!



Studyandwork.com.au has developed Professional Internship Program to assist international students and graduates achieve personal and professional growth for better career prospects in Australia by combining on-the-job training, real world work experience and a professional workplace skills development course. Our internship program completes the "missing link" called "Australian work experience" which is crucial for successful entry into the Australian workforce and it provides them with a precious opportunity to practice some part of what they learned at university.

The purpose of Professional Internship Program is to place you into "unpaid work experience" for three months in a reputed Australian company and this experience will provide you with the excellent opportunity to develop your professional and personal skills.

Studyandwork.com.au will maintain contact with you and the host company throughout the placement to ensure there are mutual benefits to the placement. We will facilitate communication between you and your supervisor at the host company to establish clear expectations, reinforce good performance & improve unsatisfactory performance and foster teamwork.

In order to encourage the host company to utilise the content knowledge and technical skills of enthusiastic and motivated interns, we encourage them to create challenging, meaningful, relevant work assignments for the interns and to provide frequent and constructive feedback.

Benefits of participating in an Internship

The benefits of our Professional Internship Program are:

- ▶ You will get the vital experience needed to 'get your foot in the door' and take the first step towards your career goal!
- ▶ You can choose to participate either part-time or full-time depending on your other commitments
- ▶ You will be provided with on-the-job training by the host company.
- ▶ Your job performance will be appraised by your supervisor at the host company on a regular basis
- ▶ You may end up getting a job offer from the host company at the end of your placement
- ▶ You will be provided with a reference letter by the host company at the end of your placement
- ▶ You will build networks and learn about the Australian work culture

Eligibility

In order to be eligible for the Professional Internship Program, you must meet the following requirements:

- ▶ Be between the ages of 18 and 31
- ▶ Provide a statement indicating that the internship is a course requirement or that it is endorsed and supported by the university or the training provider
- ▶ Upper-intermediate level of English Proficiency (IELTS 6.0 or above)
- ▶ Selected internship field must be directly related to the candidate's educational background
- ▶ Prove a genuine interest in the internship program
- ▶ You must be the holder of the correct visa and adhere to relevant visa regulations with regards to work conditions

Important Notice

As per Fair Work Act 2009, 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
- under a law or an administrative arrangement of the Commonwealth, a State or a Territory.

Area of Placement

Currently, Professional Internship Program is available in the following areas:

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



Internship Placement Process

At Studyandwork.com.au, we pride ourselves in finding interns of the highest calibre and most importantly, we make sure that the intern achieves the most out of the internship opportunity. We use the following process to match interns with host companies and to ensure that the placement is of mutual benefits:



1	Intern submits application form and support documents online or in person
2	Intern is interviewed by our Placement Consultants and their career aspirations and competencies discussed
3	Upon successful application, an Administration Fee is payable which guarantees at least 3 interview opportunities within 8 weeks, otherwise it is refunded
4	Intern's Expertise Qualified and Customised Profile Prepared
5	Intern's Customised Profile supplied to Host Company
6	Intern is briefed about Host Company, role and interview techniques
7	Intern's Interview Conducted by Host Company
8	Feedback given to both Intern and Host Company
9	Upon successful interview, Confirmation of Placement Letter is sent to the Intern along with the invoice for Program Fee
10	Time-table, Job Description and Training Plan for Intern are negotiated with the Host Company
11	Internship Commences
12	Facilitate Performance Appraisal of Intern by Host Company in Week 6 and feedback given to both
13	Facilitate Final Performance Appraisal of Intern by Host Company in Week 12 and feedback given to Intern
14	Confirm with Host Company for a possibility of Ongoing Paid Job Offer to Intern
15	In absence of Ongoing Paid Job Offer, a Reference Letter for Intern is requested to Host Company

Placement Fee

- ▶ 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)**
- ▶ Program fee and Insurance is payable only after you have been given a confirmation of placement offer.



Our Host Companies

We have a comprehensive list of host companies which comprise of public practices with five or more staff to large multinationals with thousands of staff – they operate in various industries such as Finance, Banking, Manufacturing, Wholesaling, Export/Import, Logistics, CA/CPA Practices etc. Irrespective of their size and nature, they have one thing in common, that is they are all committed to providing you invaluable Australian work experience. They are interested in hosting an intern to make a difference to your career, to increase diversity in their workforce and to possibly trial you before hiring, not to achieve a free labour.

Currently, we are working with about 300 companies and the list is growing everyday!

Academic Credits

If you want the work experience gained during the internship to meet the academic credits, we can design our professional internship program to meet your specific academic requirements. We will ensure that you receive the on-the-job training compatible with your course objectives.

Certificate of Work Experience

- ▶ Our Professional Internship Program is a structured training program, designed to provide quality training to the interns by combining theoretical knowledge and practical work experience.
- ▶ Studyandwork.com.au will work closely with the host company to create a customised training plan for the intern. The host company will allocate a supervisor to provide on-the-job training to the intern, who will also provide constructive feedback through performance appraisals conducted during week 6 and 12 of the placement.
- ▶ During the placement, intern will complete an online course delivered by a registered training organisation (RTO) to develop skills that enhance workplace performance. (FREE Course worth \$300)
- ▶ Organise Personal Work Priorities and Development (Australian Qualification training Framework module BSBWOR301A): This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
- ▶ Upon successful completion of the above unit and internship placement, the intern will gain a Certificate of Work Experience.

Our Service Commitment

Our aim is to build a long-term relationship with you. The foundation of this relationship is our Service Commitment - to anticipate and meet your expectations.

Acting as your Career Manager, we work in your best interest to ascertain that you achieve the best out of the internship opportunity. We screen the host companies carefully before we engage our interns with them for professional work experience. We educate the host company in terms of internship concept, procedure, benefits to them and their obligations to the interns.

However, in spite of our diligence, the best of intentions and certain situations beyond our control, interns may face some problems/issues during the internship with the host company. In such a case, we follow the below mentioned procedures to achieve a successful complaint resolution:

- ▶ We'll request you to lodge the written complaint by completing Intern Grievance Notification Form.
- ▶ We'll invite you to our office for a face to face discussion with your Placement Consultant
- ▶ We'll listen to your complaint (we'll put ourselves in your position)
- ▶ We'll ask you for documentary evidence to verify the facts. You must supply a copy of your Work Diary outlining the activities experienced during the internship.
- ▶ We'll verify the validity of your complaints against the statement provided by the host company and the terms & conditions of internship program you have agreed to during enrolment.
- ▶ We'll achieve a win-win situation. If the complaint is deemed valid, we'll take suitable measures to rectify the situation OR organize a replacement internship OR agree on a partial refund of the paid program fees.

Our aim is to make you happy by all means. We're not happy unless you are!

When can I Start

Internship opportunities are available throughout the year, but we recommend you to apply at least 2 months before your intended start date. This enables us to find you the most suitable internship, organise interviews, confirm placement and develop a training plan with the host company.

Paid or Unpaid

Generally Internships in Australia are unpaid placements as you will be gaining valuable experience in your chosen profession as part of a training program. Some host companies may offer allowances at their own discretion.

How to Apply

Please apply online by completing our Online Application Form OR simply visit our office for an assessment interview along with your resume, relevant academic transcripts and a recent passport size photograph.

Call us on **1300 79 80 69** for more information.

Budding Talents Recruitment Pty Ltd

Trading as Studyandwork.com.au

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Hundreds of graduates have entered the industry with the help of our internships since 2007!

Participate in our Professional Internship Program, gain invaluable work experience and stand out of the pack!