



studyandwork[®]

.com.au

Budding Talents Recruitment

TALENT MANAGEMENT

Innovative Career Management

Invaluable Internship

Cost-effective Recruitment

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

INTRODUCTION

Budding Talents Recruitment Pty Ltd trading as STUDYANDWORK.COM.AU is a unique talent and career management agency devoted to local and international graduates who are legally entitled to work in Australia. Our main objective is to build a strong bridge between the graduates who are seeking professional work experience and the host companies who are willing to provide invaluable work experience, with the intention to source enthusiastic and qualified permanent staff. We have a team of passionate, focused and personable consultants who have proven skills in their chosen sectors to match the most suitable candidates with the host companies.

STUDYANDWORK.COM.AU has developed the career management programs called "Professional Internship Program" and "Practical Placement Program" to help graduates enter the professional workforce. The programs allow graduates to take part in work experience in reputed Australian companies, in order to gain skills, experiences, and sustainable ongoing career job. We place suitable graduates in companies as interns to achieve a win-win situation. The host company gets access to the skills of enthusiastic graduates at minimum financial obligation, and the graduates get an opportunity to gain valuable experience, learn new skills and show how they can be a valuable asset to the host company.

Professional Internship Program

The participating interns are recent or near graduates looking to start their career. The intern will train with a host company in non-paid position for a period of 3 months in order to gain Australian work experience. The host company provides the intern with supportive work environment and on the job training during the internship period. At the end of the internship, the host company is able to make the job offer to the intern if pleased with their performance.

Practical Placement Program

The participating interns are graduates from Australian universities and professional migrants with some local or considerable overseas professional experiences, but are looking to strengthen their career by gaining Australian work experience. The intern will commit to work for the host company for a minimum of 1 year at a commencing annual salary from \$32K onwards, thus giving the host company maximum return on investment in the intern's on-the-job training.





SELECT

LEARN

OUR COMMITMENT TO HOST COMPANY

How can the host company benefit from our intern's skills?

We have many recent or near graduates looking to start their career in their study related fields. Hosting an intern could be a great way to source staff. Despite economic uncertainty and skills shortage, success and growth is possible if you operate smarter and more creatively while becoming more efficient - Our "Career Management Programs" can certainly help you achieve efficiency in business!

You can host our intern to help you do all the basic-skill-level technical tasks, thus giving you - more time - to focus on important aspects of business. You will be able to make a difference to the career of a graduate while enjoying the luxury of having extra pair of hands!

Our interns can also fill your job vacancy immediately after some on-the-job training as they have solid theoretical understanding of the job.

Your organisation can benefit in many ways from offering work experience to the interns:

- Looking for new staff? This is a good way to source potential recruits who will have exposure to your organisation. You can try out your future talent by hosting an intern.
- You get access to the skills of qualified and enthusiastic graduates employable at reasonable wages (starting from \$32K in annual salary)
- Your existing employees will be provided with opportunities to develop their training and supervisory skills
- Our consultant will maintain contact with the participant and you throughout the placement to ensure there are mutual benefits to the placement
- You will save thousands of dollars in recruitment and training costs - Nil Placement Fee!

The trainee graduate may be your next star employee!

All the participating candidates:

- 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 young, hard working, enthusiastic and looking to make Australia their home
- Bi-lingual - most candidates can speak excellent English and one or more other languages
- Legally entitled to work in Australia

Why are interns under Professional Internship Program willing to do this for free?

These are graduates from Australian universities who are looking forward to gain invaluable work experience in your company and at the same time aid in maximizing your productivity. By combining professional work experience with their qualification, they will be better equipped for the competitive job market. They are expecting either a job offer or a reference letter at the end of internship.

The participating candidates benefit by:

- Gaining practical experience in the area of their study
- Gaining an insight into Australian workplace culture and industry practices
- Networking and building up contacts
- Taking a right step towards their career growth

Do the host company need to pay the salary?

Australian legislation does not require a company to pay the interns if they are not obliged by an employer-employee contract.

However, internship is not free labour. In return, you need to provide them with some on the job training and a supportive working environment.

If you're offering an ongoing paid work experience opportunity, you can offer annual salary of \$32K and above depending on the job and the intern's qualifications and experience.

What happens after the completion of the programs?

If you are happy with their performance and you feel that they can become more productive, 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 engage the intern in ongoing employment?

Great! 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 these graduates from?

We have local Australian graduates, as well as international students having studied in Australia, are legally residing in Australia and intending to apply for permanent residency.

Are they insured?

Yes, they have purchased a combined liability and personal injury insurance and you as the host-company have to bear no cost in this matter.

If you are offering a paid work experience opportunity, the intern will be covered by your Workers' Compensation Insurance.

What kind of companies can host an intern?

We prefer to work with companies who offer internship placements with a reasonable prospect of employment at the end of the internship.

We also work with companies who are willing to provide invaluable work experience to our interns that will help them in their future job hunting.

We do not work with the following types of organization:

- Companies offering only volunteer positions
- Companies offering only non-ongoing or temporary positions
- 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
- Companies involved in illegal activity

Make a difference to a graduate's career – Try out your future talent

If you can make a position available for one of these exceptional graduates, please take part in our "Career Management Programs" that leads to a win-win-win situation as it is good for the graduates, good for your business and great for Australia!

Call us on 1300 79 80 69 to discuss your staffing needs AND register your interest in hosting an intern.





NURTURE



GROW



OUR COMMITMENT TO INTERNSHIP

STUDYANDWORK.COM.AU has developed exciting "work experience programs" to assist you kick-start your career in Australia. The Programs are designed to assist:

- Aspiring recent graduates looking to start or strengthen careers in their area of study
- New immigrants with established overseas track records looking to enter the Australian workforce

If you are a recent graduate with limited or none relevant work experience, you may find it quite challenging to secure a break into your career job and the job hunting process may take you several months without leading to a fruitful outcome.

If you are a recent migrant to Australia, you may be surprised to learn that it may easily take you 6-12 months or longer to secure an appropriate career position after relocating here. You could be one of those many talented and highly qualified individuals who are grossly under-employed after moving to Australia. In fact, many overseas professionals effectively see their careers end in Australia from lack of cultural awareness or from poor career transition skills.

We have developed career management programs called "Professional Internship Program" and "Practical Placement Program" to assist recent graduates and professional migrants gain some relevant professional experience which will eventually help them break into their career job.

The purpose of "Professional Internship Program" is to place you into "Unpaid work experience for 3 months" and the purpose of "Practical Placement Program" is to place you into "Paid work experience for a year" in a reputed Australian company and this experience will provide you with the excellent opportunity to develop your professional and personal skills.

Our programs are structured and designed to allow you to gain maximum hands-on professional experience within the short period of your time with the host company so that you get to put your knowledge gained from university course into practice. We achieve that by informing the host company about your key academic skills and the on-the-job training you'd expect from them during the placement, which are communicated through comprehensive registration process and regular performance appraisals by the host company.

The benefits of our "Career Management Programs" 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 work 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 an ongoing 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

Who can participate?

The 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 our Career Management Program Terms and Conditions.



Do I have to attend the interviews?

First, you have to attend the informal interview with our consultant to enable us to assess your skills and goals. An internship offer will depend on your interview with the host company prior to commencing internship.

If you are unsuccessful at the first interview, we will provide you with three (3) more interviews. If you are unsuccessful at the additional three (3) interviews, we 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 a placement?

We require about 4 to 8 weeks from the date of receipt of the application documents to secure your placement with the suitable host company. However, there is no guarantee that we will be able to achieve placement for all applicants due to intense competition and limited placement opportunities. Thus, we do not charge you our program fee until your placement is confirmed.

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

We endeavor 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.

We will make one offer to you within your requested placement area as stated on the application form. Non-acceptance of the internship offer will constitute cancellation of the application.

If you are unhappy with the work experience during internship, your complaint will be handled as per our Intern Grievance Policy.

What kind of ongoing support will I receive?

We maintain contact with you and the host company throughout the placement to ensure there are mutual benefits to the placement.

We regularly conduct your performance appraisals and provide feedbacks to both parties to increase communication, establish clear expectations, reinforce good performance, improve unsatisfactory performance and foster team work.

How much will I be paid?

- If you are enrolled in Professional Internship Program, you will gain unpaid work experience for 3 months.
- If you are enrolled in Practical Placement Program, wages will depend on the job, your qualifications & experience, and any awards that the employers fall under. Wages will vary from \$32K to \$45K per annum for a full-time role. Professionals with overseas work experience can expect \$40K and above per annum for a full-time role.

What will happen after the completion of the program?

You will be offered an ongoing paid employment depending on your job performance and availability of job opportunity in the company at that point. Otherwise, you will be given a positive reference letter that will help you in your future job search.

**Gain invaluable work experience
and stand out of the pack**

Get closer to your dream job

**Call us on 1300 79 80 69
to discuss your career needs
AND check out available
internship opportunities**



PLACEMENT PROCESS

At Studyandwork.com.au, we pride ourselves in finding candidates 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 Career Consultants and his/her career aspirations and competencies discussed
3	Upon successful application, a Deposit/ 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	Develop Job Description and Training Plan for Intern
11	Internship Commences
12	Facilitate Performance Appraisal of Intern by Host Company in Week 6 (Professional Internship Program) OR Week 26 (Practical Placement Program) and feedback given to both
13	Facilitate Final Performance Appraisal of Intern by Host Company in Week 12 (Professional Internship Program) OR Week 52 (Practical Placement Program) and feedback given to Intern
14	Confirm with Host Company for a possibility of Ongoing Paid Job Offer (Professional Internship Program) OR Salary Review (Practical Placement Program) to Intern
15	In absence of Ongoing Paid Job Offer, a Reference Letter for Intern is requested to Host Company

CLIENT TESTIMONIALS

Discover what the Host Companies say about our interns:



Regarding Nick's performance I'm delighted to advise his performance to date has been very satisfactory. He has applied himself with good diligence to all tasks assigned to him and he has achieved good turn-around times. He has also demonstrated a willing capacity to embrace new software systems we have recently introduced into the firm. Nick has also slotted in very well with his fellow team members. In short Tony Yong [my business partner] and I are very happy with Nick's performance.

Bill Moey, CA Practice Partner

Just wanted to send you an email to say how well Aleksandr is working out here at NCC. He is helpful, capable, hardworking, polite and always on time. Because we have found him so resourceful, he is now coming in 3 days a week and helping out on projects which we originally had no intention of getting him involved in. In short, he is doing a really great job. Thanks again for referring Aleksandr to us.

Sally Northover, Office Manager

Gagan has been an excellent employee and has blended very well with the team and is learning his ropes about practice very quickly.

Jayant Gulwadi, CA Practice Partner

Ming has established himself well after an initial settling in period. In fairness he arrived at an exceptionally busy time and could have done with much more supervision to help him learn the job more effectively. To his credit he sat down and worked very hard and self taught to a greater extent in first period. As the pressure eased and more time was able to be spent with Ming his skills improved dramatically.

He is a very quiet worker, eager to please, willing to learn and fits nicely in the team. If he continues to develop his skills in a steady and even fashion he will increase his capacity as the same rate and will be rewarded accordingly. In general we are pleased to have him with us, he has become an integral part of the team. I believe Ming has much more capacity to learn and we are seeing this as he progresses.

Suzanne Buissink, CPA Practice Partner

We are very happy with Hitesh Ruparelia's performance. He has been working very closely with Renee our Senior Accountant and working on every facet of accounts. He is also assisting co-workers with customer inquiries and data entry. Hitesh always has a positive attitude, his work is of high standard, he is well liked by his fellow colleagues and he is surely an asset to Horgans.

Marion Horgan, Managing Director

We recruited Bhavesh as an Assistant Accountant and he is performing his duties very well, helping our accounts team in all aspects of the business. We also came to realize that he has a qualification and good knowledge in IT in addition to his Master of Accounting degree. His IT skills has come really handy in solving daily computer problems faced by the staff, thus saving us time and money we'd otherwise spend in professional IT Helpdesk. We are pleased to have a multi-skilled staff like him in our team.

Gail Bokla, HR Manager

Lucy is working out very well, thank you. She is both a hard worker and bright girl so I'm very happy with her. She will eventually be going full-time later in the year when she has completed her study.

Christine Harbinson, CPA Principal

Discover what the interns say about our programmes:

The new working life has been hectic but I am enjoying every minute of it. The job is both challenging and rewarding. Every day I get to experience different tasks, roles and responsibilities with exposure to both accounting and general office administration. I am learning a lot of new stuff every day ranging from individual tax returns to MYOB data entries to postages, etc. The employer understands the point that as a junior accountant, I need to set up my own pace to learn and absorb all the information that I need to know in order to deal with the businesses and they are not rushing it, which is good because we both want to invest a fair amount of time to build a solid background and skill base for me for the sake of further progression in the field. The working environment is quite easy-going and relaxing. The office staffs are friendly and helpful, they have been teaching me a lot as well. Overall, I am very content with this Placement Program for its hands-on experience in the business world which includes both the development of the technical skills as well as transferable skills that is needed for a good career path.

Ji Wang (Graduate of Master of Professional Accounting from UNSW)

Thanks a lot for the service you've provided. It is really more than what I expected. I'm really happy and satisfied to work with such a reputed Accounting Firm. I will introduce studyandwork.com.au to all my friends.

Julia Yuliatina (Graduate of Master of Professional Accounting from CQU)

A big thanks to Studyandwork.com.au! I was looking for a job and I found your contact on the University of Sydney website. I thought I might just try this but I was really impressed by the efficiency and convenience of your service. As a new graduate I didn't expect to find my first job in such an easy, hassle-free manner! It's definitely well worth the money I spent. And I enjoy my work. All the best [Studyandwork](http://Studyandwork.com.au)! Great people, great business and great way of thinking. Wish you a prosperous 2008. I'll definitely recommend [Studyandwork](http://Studyandwork.com.au) to any graduate who's 'finding a way out'

Lili Dong (Graduate of Master of Professional Accounting from University of Sydney)

There are few things that I would like to say about study and work organisation: 1. They help everyone especially migrant to get a job in their related field in which they don't have any Australian experience but have a good knowledge of their work. 2. They are a group of trustworthy and friendly people. 3. Personally I don't think any other organisation can do better work than study and work organisation (especially for migrants). 4. In a nut shell, I am very thankful to study and work, which provide me an opportunity to show my skill and knowledge by getting me a job as a Professional Geotechnical Engineer.

Rajwinder Singh (Graduate of Bachelor of Civil Engineering from Punjab Technical University, India)

I found Studyandwork.com.au is very helpful for new graduates who don't have much experience in accounting. In my case, I remember when I finished my uni, I sent hundreds of resumes out, but never heard anything back from employers, but once I started my program with "study and work", I have two interviews in two weeks, and got my current job from my second interview. I am always very grateful to "study and work" for getting me my first job in accounting, which helped me become a lot more competitive and skilled in job market.

Rebecca Zeng (Graduate of Bachelor of Accounting from University of Newcastle)

Thanks to Studyandwork.com.au for helping me to get a break in accounting industry. As an International student it was impossible for me to get a job in accounting. I came to know about StudyandWork.com.au from one of my friends. It was hard to believe that someone can actually help me to get an Accounting job, even when you don't have any local experience. I would like to thank you again for your continuous support.

Nirmaljeet Sandhu (Graduate of Master of Accounting from Central Queensland University)

Without StudyandWork.com.au, I would not be able to get a job so quickly. It gave me a great start in my career in accounting. Your advice and service are professional and I would recommend it to all my friends.

Jane Xu (Graduate of Master of Professional Accounting from University of Sydney)



I got a personalized service from studyandwork.com.au tailored specifically to meet my career aspirations. The opportunity that I got through studyandwork.com.au has really boosted my confidence and understanding of the Australian market. I wish the company and its staff all the very best.

Shrijan Khadka (Graduate of Master of Professional Accounting from University of Southern Queensland)

I am still working here and am quite satisfied. I will always appreciate your help in getting this job. Your idea of charging the candidates, and not employers, for the career management costs did work out for me. After working here for more than a year, I think that the money is well spent and I am satisfied with your service.

Gagan Sud (Graduate of Master of Accounting from Central Queensland University)

StudyandWork.com.au has played a significant role in facilitating me and lots of other newly graduated people to find a job in this tough economic environment. As a freshly graduated student, lack of working experience could be the major hurdle on your way to find a job. StudyandWork.com.au is dedicating itself in helping those people with limited or no relative working background to kick start a career. Believe it or not, they provided me an interview chance in 2 weeks time and I got the job soon after the interview. Now 8 months has passed since I got my first job in Australia, it's absolutely a smart choice to choose StudyandWork.com.au, their professional and warm-hearted staff member will help you in doing well in interviews and most importantly, provide you many possible chances.

Julie Zhu (Graduate of Master of Commerce in Accounting from University of Sydney)

I am greatly thankful to studyandwork.com.au for placing me into an accounting role in the construction industry. Fortunately, it has been a great experience for me working over here as I have been able to thrive through in my career by learning on the job. Initially after finishing my degree I was finding it a bit difficult to get an accounting job with a very limited experience behind me. Thereafter, with the help of studyandwork.com.au I got placed into Nebax constructions which turned out to be a great experience for me. I got placed at a fairly low remuneration package at first but within 3 months I got more than a 30% jump in my salary with more incentives. Studyandwork.com.au is doing a great job in placing fresh graduates who have worth in the market but limited luck in getting a job by themselves. I would say if you have a proper degree with a right attitude, but finding it hard to get a job of your choice, Studyandwork.com.au is a perfect destination for you.

Prashant Arora (Graduate of Master of Professional Accounting from University of Wollongong)



OUR SPECIALISATION

We specialise in the placement of interns and professional candidates across a range of professions:

- **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





DEVELOP

PERFORM

OUR TEAM

STUDYANDWORK.COM.AU has a growing team of professionals who are passionate about helping both local and international graduates. We understand the needs of graduates and the challenges they face in finding employment in the competitive job market. We are compassionate, helpful and highly skilled in the art of matching right candidates with the right jobs.

Our team works in a very efficient manner so that we can offer the graduates and employers quality service and long term relationship at nominal costs.

Our team members are highly qualified and have excellent knowledge of either/both recruitment and career consulting business. They have degree qualifications and several years of industry experience in Accounting, Finance, ITC, Management etc. We are committed to helping the graduates achieve their dreams as it gives us immense job satisfaction.

OUR ACHIEVEMENTS

STUDYANDWORK.COM.AU is a well-known brand and its popularity amongst graduates and Australian companies is increasing day by day through positive word of mouth.

Our website is currently achieving more than 300,000 hits per month (2009). As we satisfy more and more candidates and clients through our innovative career management programs, we are getting hundreds of them knocking at our door for assistance.

We are in business to make a difference to our candidates' careers and increase productivity at workplace. We are not in business to increase our bottom-line at expense of local and international graduates and we want to prevent their exploitation whilst developing their career growth prospects.

We want to set the benchmark for recruitment and career management industry, which we are achieving - leading by examples and creating many success stories.

Based on the hundreds of candidates we have placed under our Career Management Programs to date (mid 2009):

- About 90% of candidates under Practical Placement Program get a pay rise during the first year of placement
- About 80% of candidates under Practical Placement Program continue their employment with the same company beyond the first year of placement
- About 30% of candidates under Professional Internship Program get paid job offer within the three months of placement
- About 80% of candidates who apply to our programs are recommended by their friends and teachers

PROFESSIONAL RECRUITMENT

At STUDYANDWORK.COM.AU, we explore untapped markets which are usually ignored by other recruiters to identify pool of talents. Our candidates are locals, international graduates and skilled migrants from many different countries. They are degree qualified, highly experienced, motivated and possess excellent communication skills.

We ensure that our network and selection process of our candidates is of an exceptionally high standard. It is our aim, to ensure that these professionals are matched with equally impressive businesses. Our team of recruiters individually source each candidate, so that we can offer a personal service that revolves around efficiency, detail and accuracy.

Employers can benefit in many ways from our **Professional Recruitment** service:

Quality Staff Guarantee: We are committed in bringing the hardworking, skilled, qualified, flexible and reliable candidates within the reach of employers through our vigorous recruitment process.

International Talent Pool: Most of our candidates are bilingual who can broaden your client base in new markets and increase customer satisfaction. They can also bring new perspective into your company.

Staff Placement Guarantee: We are so confident of our candidates that we guarantee their placement for up to 6 months (double the industry average).

Risk-free Recruitment: We can organise a trial period so that you have the chance to try the candidate before hiring, and the candidate has an opportunity to show how they can be a valuable employee.

Maximum ROI: Our placement fees are one of the lowest in the industry and we source the best staff possible within your budgeted salary.

Jobseekers, if you have worked hard to develop your skills, experience and talent, we can partner with you in finding an employer who values your commitment and dedication.

It is widely reported that Australia is facing a skills shortage. There has never been a better time to consider the many opportunities available to skilled workers - whether you are local candidate, international graduate or skilled migrant.

We are proud to work with capable candidates like YOU to meet Australian companies' need for quality staff. We will work closely with you during the recruitment process and ensure that you are placed in the role you deserve.





Return on Investment (ROI)

**A Rewarding Career in your chosen Profession!
Star Employee for your Company!**

Contact Us

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