

AUSTRALIAN INTERNSHIPS

AGED CARE PROGRAM

MANUAL

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YOUR CAREER STARTS HERE!

TURN YOUR **CAREER**
DREAMS INTO REALITY

WELCOME TO AUSTRALIAN INTERNSHIPS

Kick start your career with an internship! Internships offer hands on training in the Australian workplace and are available in almost all industries!

Completing an internship in Australia will help you further develop your skills and knowledge. Throughout your internship you will have the opportunity to develop industry specific terminology and improve your English language skills. An internship is the **best step towards an international career!**

WHO ARE WE?

Founded in 1998, **Australian Internships (AI)** was the first internship provider in Australia to provide responsive on-the-job training, to meet international demand from universities, students and graduates. Australian Internships caters for students and graduates from over 90 countries, providing opportunities with more than 5,600 active Host Organisations and Government Departments in all academic disciplines.

OUR VISION

Our vision is to deliver the world's best internship programs by...

- Positively changing lives
- Valuing everyone
- Enjoying the journey

We believe in:

- Passion
- Integrity
- Accountability
- Collaboration
- Innovation
- Quality

CONNECT WITH AUSTRALIAN INTERNSHIPS

Australian Internships' friendly team is committed to offering the best internship programs around Australia. The team is available for face to face meetings free of charge in our offices in Brisbane and Sydney! We are comprised of individuals from Australia, Latin America, Europe and Asia, with over 10 languages spoken in the office. You can contact us via phone, Skype, email and social media. For information on hot internship vacancies and the latest program information follow AI on social media. Connect with us now!

Ph: 1800 4646 8376

Skype: Australian.internships

Website: www.internships.com.au

Facebook: www.facebook.com/Aus.Internships

LinkedIn: www.linkedin.com/company/Australian-internships

GAIN A COMPETITIVE EDGE
IN THE GLOBAL
JOB MARKET

WHY CHOOSE AUSTRALIA?

Australia (Oz, or Down Under as it is also known) is the sixth largest country in the world. Australia is wonderfully diverse with its stunning beaches, deserts, rain forests, mountains, snowy valleys and multicultural cities.

Join the thousands of young professionals that choose Australia as their dream destination for a working holiday, career break, overseas study or internship! The country offers endless opportunities for adventure and a warm, friendly, relaxed lifestyle.

Australia has a strong economy and fairly well educated population that are welcoming and warm. With a population of 22 million, it's a multicultural hot-pot! A land of adventure, Australia has it all to offer! You can dive, snorkel, canoe, kayak and surf all in the one place.

BENEFITS OF AN INTERNSHIP

- Gain practical experience on an international scale
- Receive training within your chosen profession / area of study
- Expand your network of professional contacts
- Develop an understanding of the international workplace
- Cultivate industry specific terminology
- Improve your English language skills
- Gain a competitive edge in the global job market
- Create memories that will last a lifetime
- Make friends from around the globe
- Develop personal attributes such as maturity, independence and confidence

EXPAND YOUR HORIZONS



CULTURAL EXCHANGE

Cultural exchange is the exchange of differing ideas, beliefs, rituals, customs and traditions between people with different backgrounds. Australian Internships aims to promote this exchange in order to foster mutual understanding and tolerance of other cultures throughout the internship.

Within our programs, you can gain a better understanding of Australian labour procedures and way of life. You are not the only one to benefit from this exchange; by living and working alongside you local Australians will also gain a better appreciation for your culture and can also challenge established perceptions.

GAIN INTERNATIONAL EXPERIENCE

AGED CARE INTERNSHIP PROGRAM (ACIP):

- Paid training positions available within the Aged Care sector throughout Australia
- Australian award wages paid AU\$16 – AUD\$20 per hour minimum in Aged Care Assistant, Nursing Assistant and Personal Care Attendant roles.
- Duration is 6, 9 or 12 months – minimum of 30 hours per week
- Candidates must be flexible to travel to any Australian location
- Apply up to 3 – 4 months in advance, pending available vacancies and visas
- Program fees apply

ELIGIBILITY & REQUIREMENTS

In order to be eligible for the Aged Care Internship Program you need to meet the following requirements:

- Be 18 - 30 years old
- Have an educational background in Aged Care or Nursing
- Be currently enrolled in a tertiary course, or
- Be a recent graduate within 20 months (within 18 months at time of application is recommended)
- Upper-Intermediate to Advanced level of English (equivalent to IELTS 6.0)
- Minimum 2 years tertiary education or Diploma Level studies in Aged Care or Nursing
- Have a current police clearance
- Have the following up to date Immunisations: Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Rubella (German measles), Chickenpox (Varicella)
- Desirable: First aid and CPR skills; current drivers license and professional experience in Aged Care or Nursing

DEVELOP AN UNDERSTANDING OF THE INTERNATIONAL WORKPLACE

HOST ORGANISATIONS

Following a comprehensive interview process, you will be allocated to one of AI's Host Organisations (HO) throughout Australia. Australian Internships works with the leading Aged Care providers throughout Australia. Selections are made in all cases based on best available match between the HO and your skill set or academic background.

INTERNSHIP LOCATIONS

The Aged Care Internship Program requires that candidates remain flexible with their internship location. Positions are in cities and remote locations. Internship locations may include, but are not limited to:



MAKE FRIENDS
FROM AROUND THE GLOBE

WHAT WILL I DO DURING MY INTERNSHIP?

We will assess your skills and career goals and develop a structured training program for you! Training topics and tasks will vary, however an indication of some of the popular training areas are as follows:

TOPIC	TASKS
Direct Patient Assistance	<ul style="list-style-type: none"> • Sponging and bathing of patients • Attending to pressure area care • Performing mouth, hair and nail care • Giving and collecting urinals and bedpans; completing urinalysis • Oral feeding of patients • Weighing patients • Simple wound dressings • Fluid balance charting • Recording basic observations - temperature, pulse, respirations, blood pressure • Monitoring and safely maintaining the physical environment • Assisting patients with deep breathing and coughing exercises • Responding to patients emotional, spiritual and cultural needs • Ensuring privacy and dignity • Ensuring infection control practices are followed
Patient Mobility	<ul style="list-style-type: none"> • Assist patients to transfer from bed to chair • Assists patients to change position in bed • Assists nurses with patient transfers and manual handling • Re-application of anti-embolic stockings to patient (exclusion: initial measurement & fitting of stockings)
General Care	<ul style="list-style-type: none"> • Provide friendly, compassionate support to the elderly by helping with daily living, personal care and hygiene. Typical duties include showering, dressing and eating assistance • Arrange and supervise activities designed to enhance physical, social and emotional wellbeing • Assist the nurse to settle patients for sleep and rest periods • Makes up 'discharge beds' in circumstances where a RN or EN would otherwise undertake the task • Provide patient escort if deemed appropriate by the RN • Provide patient companionship if deemed appropriate by the RN • Provide patient surveillance if deemed appropriate by the RN • Apply practical intervention procedures for dementia or behavioural problems • Attend to simple dressings as explicitly directed, on a case-by-case basis, by the RN. For example, covering a break in skin integrity for site protection, recovering a non-infected, stapled or sutured incision after the incision has been inspected by the RN • Take and record patients' observations, temperature, pulse, respirations, blood glucose, and blood pressure and pulse oximetry. All information must be recorded on appropriate charts and reported to the RN

HOW TO APPLY?

APPLICATION PROCESS & TIMELINE

To ensure that you have the best internship possible arranged for you please apply 3 – 4 months prior to your intended internship start date. Follow the below application process as a guide:

1

ENQUIRY & FREE ASSESSMENT (UP TO 2 WEEKS)

Complete the online form and send your primary documents to have your eligibility assessed. Our team will help you out and clarify all of your questions.

2

APPLICATION & PROCESSING (6 – 8 WEEKS)

Submit the application documentation and application fee. Provide to Australian Internships (AI) an application video. AI will commence your internship negotiations.

3

CONFIRMATION & PAYMENT (6 – 8 WEEKS)

AI will arrange an interview for you with a potential Host Organisation after which the internship will be confirmed through a formal Training Agreement. Outstanding fees to be paid.

4

VISA & TRAVEL ARRANGEMENTS (8 – 12 WEEKS)

AI will submit your visa application to the Department of Immigration and Border Protection. Or, you can make alternative arrangements (e.g. Working Holiday Visa).

5

PROGRAM PARTICIPATION (6, 9 OR 12 MONTHS)

Congratulations! You are about to embark on an incredible journey. Your program will commence with an orientation. Once you begin your internship we will be asking for your continued feedback and provide you with ongoing support.

START DATES

Programs run year round with interns starting each week of the year. Ensure that you apply with sufficient lead time to get your preferred start date.

WHEN DO I NEED TO APPLY?

Depending on your visa you need to apply 3 – 4 months before you intend to start your internship:

- 3 months if you have a valid Working Holiday Visa or alternative working visa.
- 4 months if you need the 408 Temporary Activity Visa

ENGLISH LANGUAGE LEVEL

For non-native speakers, it is essential that you can provide proof of your language skills. In order to be eligible for the internship program you need to have an Upper-Intermediate to Advanced English level (equivalent to IELTS Level 6.0). Australian Internships will provide a free assessment of your English upon application. If your English is not at the required level upon application, you can travel to Australia on either the Student, Working Holiday Visa or Visitor visa to complete an English language course prior to your internship.

- You can complete 4 – 12 weeks English on visitor visa
- You can complete up to 17 weeks English on a Working Holiday Visa

Once you have reached the appropriate English level you are ready to start your internship! The Australian Internships team will conduct a free interview with you to assess your English language skills and internship objectives.

DOCUMENTATION & REQUIREMENTS

- Application form (completed and signed)
- Resume or Curriculum Vitae (CV) including colour photo (in word)*
- Letter of Internship Objectives (in word)*
- Academic Transcripts (in English)
- AU\$ 500 application fee
- Evidence of current Medical, Accident, Travel and Personal Liability Insurance (available to purchase through AI).

*FREE templates are available online.

408 VISA REQUIREMENTS:

- Colour copy of passport
- Passport size colour photo
- Evidence of financial support. This may be included in the home university letter, the training body letter, bank statement or as separate document showing proof of AU\$4,200
- Visa documentation and instructions to be provided by AI at time of program confirmation

ACADEMIC CREDIT REQUIREMENTS:

Statement indicating that the internship is a course requirement or that it is endorsed and supported by the University / Institution.

RESUME AND LETTER OF OBJECTIVES

The key to securing a great internship is having a stand out resume and cover letter. Consider your resume and letter of objectives as your personal marketing brochures with the goal of gaining the Host Organisation's attention and giving them the information they need to bring you to the next step in the selection process, which is an interview.

The AI team has a range of templates available for FREE in addition to several tips on how to improve your current resume and cover letter. Remember, the better the documents, the better your internship – it's up to you!

<http://www.internships.com.au/interns/letter-of-objects-cv-templates/>

CREATE MEMORIES THAT WILL LAST A LIFETIME

PROFESSIONAL PHOTO

Another great tool to ensuring that you have the best internship possible is a professional photo to accompany your resume and cover letter. In most cases you don't have the chance to meet your Host Organisation or supervisor prior to internship commencement; sending a professional photo is a great way of making the Host Organisation get a feel for you. It makes you a real person – rather than a potential applicant on the other side of the world.

Follow the photo suggestions and templates available for FREE download on the AI website: <http://www.internships.com.au/interns/letter-of-objects-cv-templates/>

VISA

WHAT VISAS ARE **ALLOWED** FOR AN INTERNSHIP?

- ✓ Working Holiday Visa (417)
- ✓ Work & Holiday Visa (462)
- ✓ 408 Temporary Activity Visa
- ✓ Other, any visa with full work permissions

WHAT VISAS ARE **NOT ALLOWED** FOR AN INTERNSHIP?

- ✗ Student visa (during study periods)
- ✗ Tourist visa
- ✗ Other non-work visas

Australian Internships has been approved by the Department of Immigration and Border Protection as a sponsor for the 408 Temporary Activity Visa. AI will help assess your eligibility and process your visa application. The 408 Visa is open to ALL nationalities.

For eligible candidates, AI recommends completing an internship on the Working Holiday Visa or Work & Holiday Visa as it will save you time and money and give you freedom to travel, work or study for up to 12 months in Australia. You can work with the same company for up to 6 months!

You may be eligible for the Working Holiday Visa or Work & Holiday Visa depending on your nationality. For the full list of eligible countries please refer to the Department of Immigration and Border Protection website: www.border.gov.au

408 TEMPORARY ACTIVITY VISA

The Australian Internships Program was developed to comply with the Australian Department of Immigration and Border Protection (DIBP) visa requirements. AI will issue you the necessary documentation (including application forms & how to complete guides) at time of visa application so you will be able to obtain the 408 Temporary Activity Visa. Important points to know:

- To be eligible you need to be between the ages of 18 to 30.
- You need to be either a current student or recent graduate (up to 2 years after study completion – apply for the program within 1.5 years of final study date)
- You will be allocated 28 days holiday at the end of your program
- You are not permitted to work outside your internship
- The visa application can not be submitted to the Department of Immigration and Border Protection until the visa fee has been received by Australian Internships

Please remember that sometimes the Department of Immigration can delay visa applications, especially at the busiest times of the year (approximately November-January and May-July). Please refer to the Department of Immigration and Border Protection website for more information: www.border.gov.au

INTERNATIONALISE
YOUR
RESUME!





**GET A HEAD START
ON YOUR CAREER**

COST & INCLUSIONS

Internship prices vary depending on the length of internship and additional services requested. Please contact Australian Internships to receive an individualised quote.

THE INTERNSHIP FEES INCLUDE:

- Development of a custom designed internship to meet your objectives and capabilities.
- Internship contract defining the placement terms and conditions.
- Assistance with the visa process.
- Resume & interview guidance and preparation.
- Preparation and orientation package prior to departure.
- Regular counselling support services for the duration of your internship.
- Immediate intervention by Australian Internships should you experience any difficulties.
- 24-hour emergency support.
- Regular intern newsletter.
- Regular intern events in Sydney, Brisbane and Melbourne.
- Performance report supplied by the Host Organisation on successful completion of the program.
- Certificate upon successful completion of the internship.
- Supply of the necessary documentation to gain academic credit for existing studies.

Note: If paying from an Australian bank account, a 10% GST (Goods and Services Tax) applies to the Application and Program fees.

INTERN SERVICES



Internship Program

- We offer a comprehensive program, not just a placement!
- Tailored internships in Aged Care facilities
- Multiple positions available
- Internships for academic credit
- Opportunities Australia wide



Optional Services

- Homestay Accommodation
- Serviced Apartment Accommodation
- Student Residence Accommodation
- Airport Transfers
- Extras Bundle



Documentation

- Resume templates and guidance
- Letter of Objectives templates and guidance



Support & Monitoring

- Allocation of an Internship Program Supervisor (IPS) to closely monitor your progress and satisfaction
- Interview preparation and coaching
- Immediate intervention should you have any difficulties
- Access to regular career and travel blogs



Emergency Support

- Insurance – travel, medical and personal liability
- 24 hours emergency support



Visa

- 408 Visa sponsorship
- Visa support
- Documentation review



Orientation & Cultural Support

- Pre departure orientations
- Face to face orientations
- Full orientation sessions, including an introduction to the Australian workplace



Travel & Social Events

- Intern nights with interns from over 80 countries
- Travel and Discounts

CULTIVATE INDUSTRY SPECIFIC TERMINOLOGY



CONTACT INFORMATION

www.internships.com.au

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