



# STIPEND INTERNSHIP PROGRAM

YOUR CAREER STARTS HERE



2022

AUSTRALIAN INTERNSHIPS | INTERNS

## AUSTRALIAN INTERNSHIPS

Australian Internships was founded in 1998 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 some 8,000+ Australian host companies and Government Departments in most academic disciplines.

## PROFESSIONAL INTERNSHIP PROGRAM

- **Paid training positions** - Stipend amount between AUD\$600 to AUD\$1000 (depending on qualifications and previous work experience) monthly travel and meal allowance
- **Fields:** Events, HR and Marketing.
- Duration is from 20 to 26 weeks.
- Positions are available Australia wide [flexibility required]. Academic credit available.
- Apply up to 3 - 4 months in advance, pending available vacancies and visas.

## BENEFITS OF AN INTERNSHIP

- Gain practical experience in the Australian workplace
- Receive training within your area of study
- Expand your network of professional contacts
- Develop an understanding of the international workplace
- Cultivate industry specific terminology
- Improve workplace communication skills
- Gain a competitive edge in the job market
- Create memories that will last a lifetime
- Develop soft skills that are vital for career success.



## APPLICATION PROCESS

- 1 ENQUIRY AND ASSESSMENT**  
Complete the online form, submit initial documentation, availability and application video to find out whether you are eligible for the Virtual Internship Program.
- 2 APPLICATION & PROCESSING**  
Eligible candidates will be requested to complete and return the application form along with the supporting documents and application fee. Australian Internships will start negotiating your internship details.
- 3 CONFIRMATION & PAYMENT**  
Australian Internships will arrange an interview for you with the Host Organisation after which the internship will be confirmed through a formal Training Agreement. Any outstanding fees to be paid.
- 4 PROGRAM PARTICIPATION**  
Congratulations! You are about to embark on an incredible journey. You will have an orientation before you start your internship. Once you begin your internship we will be asking for your continued feedback and continue to provide you with support.

## ELIGIBILITY

<b>Age:</b>	18 – 35
<b>Students:</b>	Currently enrolled in a tertiary degree (Bachelor or higher)
<b>Graduates:</b>	A recent graduate from a tertiary degree (Bachelor or higher)
<b>Internship field:</b>	Directly related to academic studies
<b>English skills:</b>	Upper intermediate – advanced English language skills (equivalent to IELTS 5.5)

## WHATS DOES IT COST & WHATS INCLUDED

Contact us at [info@internships.com.au](mailto:info@internships.com.au) for an accurate quote based on your profile:

### INTERNSHIP PROGRAM

- We offer a comprehensive virtual program, not just a placement!
- Virtual internship with an Australian company

### 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 blogs

### EMERGENCY SUPPORT

- 24 hours emergency support

### ORIENTATION & CULTURAL SUPPORT

- Full orientation sessions

## WHAT OUR INTERNS HAVE TO SAY

"Since starting my internship at Crowne Plaza Canberra, I have learnt about what a HR position entails, especially what kind of relationship a HR Coordinator and HR Manager has with their employees and stakeholders. I have also picked up valuable HR skills such as how to operate HR systems, maintaining employee relations and creating employee engagement.

Australian Internships has helped me immensely in paving the way for my first step into my career in Human Resources. They have given me a taste of the 9 to 5 work life which will ultimately smooth my transition into a full-time corporate position in the future. Not only that, my internship location is superb, being only a 20 minutes away from my accommodation by a combination of walking and public transportation. This allowed me to have more time to socialize and have some free time to myself after a long day.

Embrace the opportunity to learn, and don't be afraid to ask questions! I have realized the Australian culture is very straightforward and more often than not colleagues or supervisors would rather you speak up about a question or problem you encounter rather than keeping quiet, regardless of your position as an intern. My supervisors Jana and Michelle at Crowne Plaza Canberra were always encouraging me to voice out my opinions and thoughts on a particular project or workflow, and they welcomed my suggestions too!"

**Evynn Lim**

**Field:** Human Resources

**Nationality:** Malaysian



## DOCUMENTATION

We require the following documents in order to assess your eligibility:

- Resume (in Word)
- Letter of Objectives (in Word)
- Colour copy of your passport
- Copy of your most current academic transcripts that show your grades

Template documents and guides are available.

## HOST ORGANISATIONS

Following a comprehensive interview process, you will be allocated to one of 8,000 host companies throughout Australia. Selections are made in all cases based on best available fit between the host company and your skill-set or academic background. Host companies that AI have access to include:



**REAL PROJECTS  
REAL EXPERIENCE**



## CONTACT

[www.internships.com.au](http://www.internships.com.au)

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