AUSTRALIAN INTERNSHIPS

WORKING HOLIDAY

INTERNSHIP 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. With offices in Brisbane and Sydney, the team is available for face to face meetings free of charge! With over 10 languages spoken at AI, the team is comprised of individuals from Australia, Latin America, Europe and Asia. Alternatively contact the team 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 AI 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
Instragram: australian_internships

GAIN A COMPETITIVE EDGE IN THE GLOBAL JOB MARKET

AUSTRALIAN INTERNSHIPS

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 24 million, it is 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.

PROFESSIONAL WORKING HOLIDAY INTERNSHIP PROGRAM (WHIP PROFESSIONAL):

- Unpaid positions available Australia wide
- 12 to 26 weeks in duration.
- Fields: Administration (Business Support), Events Management, Human Resources, Marketing.
- Academic credit available.
- Apply up to 3 months in advance.
- Program fees apply.

ELIGIBILITY & REQUIREMENTS

In order to be eligible for the Professional Working Holiday Internship Program you need to meet the following requirements:

- Be 18 -30 years old
- Tertiary level studies aligned to the desired internship field
- English level required vary (between IELTS 4.0 to 6.0) depending on the field of your internship

INTERNSHIP FIELDS

Candidates can choose from any of the following fields or specify and we will match their request with a suitable Host Organisation:

- Administration (Business Support)
- Human Resources
- Events Management
- Marketing

DEVELOP AN UNDERSTANDING OF THE INTERNATIONAL WORKPLACE

WORKING HOLIDAY INTERNSHIP PROGRAM

DISCOVER WHAT AUSTRALIA HAS TO OFFER

HOSPITALITY WORKING HOLIDAY INTERNSHIP PROGRAM (WHIP HOSPITALITY):

- Paid Australian award wages paid AU$16 – AUD$20 per hour minimum in Housekeeping and Food & Beverage departments
- Duration is 6 months – minimum of 30 hours per week
- Candidates must be flexible to travel to any Australian location
- Academic credit available
- Apply up to 4 months in advance.
- Program fees apply.

ELIGIBILITY & REQUIREMENTS

In order to be eligible for the Hospitality Working Holiday Internship Program you need to meet the following requirements:

- Be 18 -30 years old
- Tertiary level studies in Hospitality/Tourism (must have completed 12 months minimum)
- Work Experience - Not required but desirable especially for F&B Department
- English level required vary (between IELTS 4.0 to 6.0) depending on the field of your internship

INTERNSHIP FIELDS AND CRITERIA

Internships are available in the Food and Beverage and Housekeeping departments. Specific criteria per department are as follows:

HOUSEKEEPING

- Higher degree in Hospitality (minimum Diploma level completed within 24 months).

FOOD & BEVERAGE

- Higher degree in Hospitality (minimum Diploma level completed within 24 months).
- 6 months practical experience in a Food & Beverage position (preferable)
- Australian RSA (Responsive Service of Alcohol) Certificate is required.

WORKING HOLIDAY INTERNSHIP PROGRAM

LOCATIONS

HOST ORGANISATIONS
Following a comprehensive interview process, you will be allocated to one of 5,600 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.

INTERNSHIP LOCATIONS

The Working Holiday Internship Program (Professional and Hospitality) is offered all over Australia, candidates need to remain flexible with the internship location. Positions are in cities and remote locations. Internship locations may include, but are not limited to:

WORKING HOLIDAY INTERNSHIP PROGRAM

MAKE FRIENDS
FROM AROUND
THE GLOBE

HOW TO APPLY?

APPLICATION PROCESS & TIMELINE (PROFESSIONAL AND HOSPITALITY)

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

3

CONFIRMATION & PAYMENT
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
You will be requested to organise your Working Holiday Visa 417 or Work and Holiday Visa 462 (USA, Spain and Portugal only).

5

PROGRAM PARTICIPATION (20 WEEKS TO 6 MONTHS)
Congratulations! You are about to embark on an incredible journey.

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 the program need to apply 3 – 4 months before you intend to start your internship:

- 3 months if you want to apply for the WHIP Professional
- 4 months if you want to apply for the WHIP Hospitality

HOW TO APPLY?

GET A HEAD START
ON YOUR CAREER

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). If your English is not at the required level upon application, you can complete an English language course prior to your internship on your Working Holiday Visa/Work & Holiday Visa.

Once you have reached the appropriate English level you are ready to start your internship!

DOCUMENTATION & REQUIREMENTS

Free Assessment

- Resume or Curriculum Vitae (CV) including colour photo (in word)*
- Letter of Internship Objectives (in word)*
- Academic Transcripts (in English)
- Colour copy of passport

*FREE templates are available online.

APPLICATION

- Application form (completed and signed)
- AU$ 500 application fee
- Evidence of current full comprehensive medical cover
- Copy of Working Holiday Visa/Work and Holiday Visa

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/

HOW TO APPLY?

VISA

WHAT VISAS ARE **ALLOWED** FOR THIS PROGRAM?

- Working Holiday Visa (417)
- Work & Holiday Visa (462) – USA, Spain and Portugal only

The Working Holiday Visa or Work & Holiday Visa will 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: http://www.border.gov.au/

COST & INCLUSIONS

Internship prices vary depending on the program 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.
- Immediate intervention by Australian Internships should you experience any difficulties.
- 24-hour emergency support.
- Regular intern newsletter.
- Regular intern functions in Sydney and Brisbane.
- Certificate upon successful completion of the internship.
- Supply of the necessary documentation to gain academic credit for existing studies.

**If applying from within Australia, a 10% GST applies to the Application and Program fees.

INTERN SERVICES

Internship Program

- We offer a comprehensive program, not just a placement!
- Tailored internship in an Australian company
- Internships for academic credit
- Opportunities Australia wide

Accomodation & Airport Transfers

- Homestay
- Serviced Apartment
- Student Residence
- Airport transfers
- Extras Bundle

Documentation

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

Support

- Immediate intervention should you have any difficulties
- Access to regular career blogs

Emergency Support

- Insurance – personal liability (full cover including medical is also available)
- 24 hours emergency support

Social Events

- Intern nights with interns from over 83 countries
- Travel and Discounts

CULTIVATE INDUSTRY SPECIFIC TERMINOLOGY

INTERN SERVICES

YOUR FUTURE DEPENDS ON WHAT YOU DO TODAY

WHAT OUR INTERNS HAVE TO SAY

My advice to future Interns would be to learn as much as possible, be curious, travel, meet people and don't forget to have a lot of fun! I would recommend Australian Internships, thanks for giving me this opportunity.

Chiara Tagnocchetti , Marketing, 23 weeks, Italian

Work experience is always valuable; also, it is an excellent complement for the undergraduate degree once you finish university. The industry requires proficient professionals to overtake the current challenges and contribute proactively to the organisations goals.

Jose Luis, USA, Business Internship, Brisbane

My internship has given me the opportunity to travel and build my professional experience and network at the same time.

Vincenzo, Italy, Marketing Internship, Brisbane

I think doing an internship in another country enables you to learn another culture whilst learning more about your future career and whether that path may be for you or not. It is very important to do an internship and to gain international work experience while at the same time making great friends.

Caroline Henrich, Germany, HR Intern, Sydney

This experience will help me in my future career; I have no doubt about that! I have improved my English more than expected, I had to work hard and do my best to prove the value of my skills. This placement was 6 months in paradise.

Laura Viguier, French, F&B internship, Heron Island

Every day I learn a lot of new tasks, all the people are really nice and take great care of me.

Rika Hasegawa, Japan, Food & Beverage Internship, Brisbane

WHAT OUR INTERNS HAVE TO SAY

CONTACT INFORMATION

www.internships.com.au
TOLL FREE 1800 4646 8376 (GO INTERN)

Brisbane (Head Office)
Suite 1 Savoir Faire, 20 Park Road, Milton QLD 4064
P 61 7 3305 8408
E info@internships.com.au

Sydney
Level 14, 309 Kent Street, Sydney, NSW, 2000
P 02 9283-3200
E sydney@internships.com.au