

## Professional Internship Program

UPC works closely with **Study and Work\*** (S&W) to give you access to its huge network of quality host companies. We can place you in a suitable internship for work experience and make sure that you get the best out of the opportunity, resulting in your career success.

### Objectives of the Internship Program

The two main objectives of our program are to let you

- ✓ practice what you have learnt in your Leadership and Management course and
- ✓ earn precious experience in the industry of your choice.

We offer internship opportunities in the following fields subject to availability of the host companies.

- Accounting and Finance
- Human Resource Management
- Sales and Marketing
- Administration and Operations
- Children's Services
- Information Technology
- Engineering
- Hospitality Management

### Features of the Internship Program

- **Duration** – Six months (or two terms) during Terms 2 and 3 of your 4-term course
- **Volume of practical training** – Up to 480 hours
- **Training plan** – Your training plan is supervised by an appointed supervisor at your workplace and a qualified assessor from UPC. All activities will be recorded in a workplace logbook.
- **Recognition** – Your internship training program is a component of your Diploma or Advanced Diploma qualification.
- **Extra recognition** – On successful completion of the internship program, you will receive a reference letter from the host company and a certificate of work experience from Study and Work.
- **Satisfaction Guaranteed** - If you are not given meaningful and relevant job duties, we will change your host company.
- **Chance of job offer** – If you perform your duties satisfactorily, there is a high chance of job offer by the host company during or after you have completed the internship program.
- **Job placement** – If you are eligible to work in Australia, S&W will assist you with employment after the program.

### Who will benefit from this Program?

This program offers the much-needed skills in Leadership and Management and provides an opportunity to gain valuable workplace experience in the main field of studies. This program is for you if you are

- A diploma or university graduate OR
- A current worker in the related fields OR
- New but interested in Leadership & Management.

\* *Study and Work* – ABN 42 129 512 474

## What will my job duties be?

Depending on the host company's requirements, your main job duties could include assisting concerned managers with research, reporting, design and testing, analysis, project management, operational coordination, quality control, administrative duties, service delivery, etc. Your job duties will be negotiated and specified in the training plan.

## Can I claim academic credits?

Yes, you can gain academic credits and you will be ensured on-the-job training compatible to your course objectives. The internship will not impact your 40-hour per fortnight work limitation on student visa as it is part of your course. Thus, you can still work part-time beyond internship for income.

## How much do I have to pay for internship placement?

You have to pay a placement and supervision fee of \$2,000, which covers the costs of arranging your host company, internship agreement with a tailored training plan, insurance, performance appraisals and certificate of completion.

## When can I start?

You can start the internship as soon as you start the course if you have already had a relevant qualification or at least 2 years of work experience in the field. Otherwise, you will start your internship from the third term. We recommend that you apply for enrolment at least one month before your intended start date. This enables us to find you the most suitable placement opportunity, organise interviews, confirm placement and develop a training plan with the host company.

## What host companies are on offer?

In the last thirteen years, S&W matched more than 5,000 interns and graduates with over a thousand Australian and multi-national companies in Australia. Below are just a few of them.



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