

INTERNSHIP PROGRAM OVERVIEW



Program Overview (as at September 2006)

Access Language Centre offers an integrated language and professional training program. The Internship Program begins with an intensive professional English and business skilled course followed by an unpaid professional internship with a Host Company.

The internship program comprises three main elements specifically designed to prepare interns for a successful internship with a Host Company;

- 1. Professional Language Training**
- 2. Business Training**
- 3. Cultural Development**

The purpose of an internship is two-fold. Interns will provide assistance for the organization while also gaining work experience that will assist them with their future career search.

Program objectives

- To enhance the intern's skills in his or her specialty or non-specialty occupation through participation in a structured program
- To improve the intern's ability to use English in an authentic professional context
- To improve the participant's knowledge of Australian techniques, methodologies or expertise within his or her field of endeavour
- To enable the intern to understand Australian culture and society

Intern Requirements

- Speak English proficiently (Upper-Intermediate level)
- Demonstrate sincere interest in the host organization's mission
- Contribute professional skills and cultural perspectives
- Function as a regular staff member and adhere to all company policies and procedures

Areas of Internship: Access Language Centre is one of the first providers of internship programs in Sydney. We have placed hundreds of students in internships in areas such as:

Life Insurance, Media/ Film Editing, Event Management, Magazine Publishing, Hospitality, Import/ Export, Human Resources, Magazine Publishing, Marketing and Promotion, Local Council, Accounting and Finance, Financial Management, Law, Tourism, Business Consulting, Pharmaceuticals, Public Relations Information Technology, Graphic Design, Administration Insurance, Auditing, Child Care, Architecture, Investment, Real Estate, Advertising, Hotel Management, Marketing and Media Research, Environment Protection, Computer Engineering,

Program Length and Visa Requirements

Access Language Centre offers internships with or without an English course.

Working Holiday visa:

Minimum internship is 4 weeks, maximum 24 weeks

Student visa:

Minimum English course is 12 weeks, maximum 36 weeks

Minimum internship is 3 weeks, maximum 9 weeks

Example package: 20 weeks English + 5 weeks internship

1 week internship for every 4 weeks of study

All applications must be received at least 3 months prior to the start of the program.

REFUND/CANCELLATION POLICY

Notification of cancellation of an Internship program application must be made in writing

Cancellations eight (8) weeks prior to internship start date will be eligible for a refund of the internship placement fee minus AUD \$500.00

Any intern will be required to provide two weeks' written notification if they wish to depart the workplace. Any variation to the program must be approved by Access Language Centre.

2006 INTERNSHIP PLACEMENT FEE (NOT INCLUDING ENGLISH COURSE):

1-6 weeks AUD\$952

7-12 weeks AUD\$1248

13-24 weeks AUD\$1536

INTERNSHIP DOCUMENTS REQUIRED

Welcome to Access Language Centre's internship program.
Please note that the following must be provided **at least three months before the commencement of an internship on a Working Holiday or student visa.**

- _____ Access Language Centre English course application form
- _____ Internship program entry test
- _____ Resume and letter of motivation **via email** to english@access.nsw.edu.au (The letter of motivation should state the reasons for wanting to do the internship and how you think you and the company will benefit from your participation in the program)
- _____ Three preferences for internship area (e.g. accounting, tourism, public relations, administration, etc.)
- _____ Employment and/or character references and academic transcripts to support your application

It is important to remember that the demand for an internship can be competitive. The more information you provide, the greater the possibility of finding a suitable placement.

Comments: _____

Please note: Full payment of program fees is required before we can proceed with your application.

INTERNSHIP ENTRY TEST

Student Name: _____

Nationality: _____

Requested internship industry (please nominate at least 3 choices in order of preference):

1. _____ 2. _____

3. _____ Other _____

Please spend one hour only completing this test. Do not use a dictionary. Do not use the help of a book or another person completing this test. Please note that if your level of English when you arrive in Sydney proves to be different from the results of this test, you will not be accepted in the program or you may be asked to undertake additional English lessons at your expense.

Part 1

In this part of the test, please finish the sentence so that it means *the same* as the sentence written above it. An example has been done for you.

Example: Bob couldn't get his parents' permission to drive their car.

Bob's parents wouldn't allow him to drive their car.

1. How about going out to eat this evening.

Why _____?

2. Someone cleans the school every evening.

The school _____.

3. It's a good thing you lent me money or I would have had to go to the bank
I would have had to go to the bank _____ me the money.

4. Valerie found it hard to concentrate on her book because of the noise.

Valerie had _____ her book because of the noise.

5. Apparently, Sheila wasn't listening to the teacher.

_____ Sheila wasn't _____.

6. They built this building in the 1800's.

This _____.

7. I had no idea that Australia was so beautiful.

_____ expect _____.

8. I started studying English two years ago.

I've _____.

SAMPLE ORGANISATION PROFILE

Applicant for internship: Ms XXX XXX

Name of Organisation: YYY YYY
YYY Building
Level Y
Y Bathurst Street
Corner of Bathurst & Pitt Street
Sydney 2000

Internship Industry: Human Resources

Person to report to: Ms ZZZ ZZZ
Ph. 1234 5678

Internship dates: 4th September 2006 – 20th October 2006

Start time: 9am

Length of internship: 7 weeks

Dress code: Smart casual (no jeans)

Company profile: YYY YYY is the controlling body of all facets associated with managing Sydney's water supply. The company's headquarters are located on Bathurst street right in the heart of Sydney's central business district.
XXX XXX will be working in the company's human resources department on a number of projects and various admin tasks.
XXX XXX will be working primarily on research projects and also on devising and putting into action new company strategies and converting them to policies. There will also be various ad hoc administrative day to day personnel management tasks.
YYY YYY and especially the Human resources department look forward to having XXX XXX on board and we're sure she'll have an enjoyable and fruitful internship program.