



## Internships

**Internships** are a form of on-the-job training under supervision offered to undergraduate and postgraduate students. Internships focus on learning and give you the chance to apply your academic skills to a professional work environment and gain entry-level exposure in a chosen industry. Think of it as work experience rather than as a regular job.

Internships can be **full-time** (during holidays) or **part-time** (during a semester). Internships may require the completion of a minimum number of hours, and can last anywhere **between one week and 12 months**.

Occasionally, students seek unpaid work in order to develop degree-related skills. According to the **Fair Work Act**, some unpaid work arrangements are lawful and others are not. It is important you are aware of what constitutes a lawful unpaid work arrangement under the **Fair Work Act**.

### **Internships as part of the course (for credit):**

Internship courses typically require you to complete a piece of research or practical work and are often an integral part of an academic course.

Apply through your college, whose convenors work closely with employers to build a program that will allow you to develop a set of skills while earning academic credit.

### **Paid internships (not for credit)**

You can apply for these 'self-sourced' internships just as you would for a regular job. Applying for an internship usually involves completing an application and submitting your CV and cover letter. Completing them cannot earn you credit.

## Vacation programs

**Vacation programs** similar to internships and are ideal for undergraduate and postgraduate students who want to put their knowledge and skills to the test in the real world.

Students on vacation programs usually work under a supervisor who assesses them on the job. Vacation program can lead to a **fast-track** entry into the following **graduate program**.

**Internships and Vacation programs** offer a bucket load of **benefits** which can kickstart your career:

- Work on real projects and contribute to organisation's success
- Gain meaningful on-the-ground work experience
- Explore a career path and understanding if it's right for you
- Get relevant training and valuable feedback
- Develop and refine your hard and soft skills
- Build your networks and increase employability
- Boost your income and chances of being offered a permanent graduate role at the end of your degree

The **vacation programs** are advertised via the employer website, **CareerHub**, campus presentations, careers fairs. The application process is similar to applying for a job and can be quite rigorous, including video interviews, psychometric testing, assessment centres and in-person interviews.

## Graduate Programs

**Graduate programs** are permanent employment opportunities that are tailored to recent graduates (up to 3 years after graduation). They are a great way to start your career, as they generally include formal training, mentoring and rotations within key business areas. Recruits are considered **future leaders** in the organisation and often provided access to opportunities not always offered to others.

You can find **graduate jobs** in almost every employment sector and organisation in Australia and overseas. A university degree is a usually requirement.

Recruitment generally begins early in your final year of study in **March**. Programs are advertised via the employer website, plus possibly **CareerHub**, campus presentations, careers fairs and graduate publications. Early entry to some programs is linked to vacation and internship opportunities.

The job application process in the **Australian Public Service** can be very different to the process in private sectors and often require to address **Selection Criteria**.



## Casual work

**Casual and part-time jobs** allows students to earn while they learn and gain skills that are an invaluable addition to their job applications.

**Casual and part-time work** is beneficial because graduate employers prefer to hire students who have had experience in the workplace. It gives you the opportunity to develop your transferable communication, teamwork, problem-solving and organisation skills, making you **more employable**.

It is true that many casual and part-time jobs are filled not only through open advertisement, but also by approaching employers directly, so make sure you attend **career fairs** and networking events organised by your **Career Service** and students societies.

The timeframe for casual jobs applications is not fixed, but generally you apply closer to the time you are available to start work.

For more information about available jobs and programs visit: