

## PROFESSIONAL INTERNSHIP

SkillZone gives careers a kick-start through our Professional Internship Program.

The skillZone Professional Internship Program offers up-and-coming professionals from diverse cultural backgrounds a rare opportunity to facilitate their transition from study to successful full-time career work by arranging unpaid Work Experience in Australian companies.

Many professionals who are just starting out must learn the hard way that formal education alone does not fully prepare them for a job in the real world. That's where we can help to make their transition from study to a career position while enjoying the unique experience of a foreign country.

The winning partnerships we form with our Interns and Host Companies help young professional to achieve their maximum potential, while also providing attractive benefits to the Company.

For professional who are recent graduates, or for those who are about to finish their studies, SkillZone arranges Work Experience mainly in Sydney and can also facilitate this in other parts of Australia and New Zealand.



*We make internships all so easy!*

# SkillZone

A division of Macquarie Institute

Level 7, 6 Help Street, Chatswood 2067, Sydney Australia



Participating in an international internship will give students the option of combining academic study with practical, career-related experience while studying or travelling abroad. Internship is an excellent opportunity for those who want to gain work experience in their chosen field before graduating and entering today's competitive job market back in their home countries. Our internship placements will allow students to provide a beneficial service to the organization at which they are interning while gaining valuable training and experience.

## Benefits for International Students

### Why do an internship in Australia?

- Get a fast-tracked entry into the career job market
- Gain practical expertise in professional skills to enhance theoretical knowledge
- Acquire international experience and language skills
- Gain cultural sophistication
- Network to develop future contacts
- Get a referral or recommendation from a recognized company
- Demonstrate you have initiative and take on challenges
- Gain confidence and independence
- Make new friends in other parts of the world
- You will get to see firsthand how your career goals could play out in a typical corporate environment.



Through SkillZone, interns are looking for work experience to enhance their career opportunities and gain insight into the Australian business world and culture. Interns are keen to work, learn and gain hands-on experience. For most, an internship is required as part of their tertiary studies. SkillZone professionals help host companies find suitable interns that will add value and a competitive edge to their business.

SkillZone manages the internship process from start to finish and monitors the progress of each intern to ensure both the host company and the intern are gaining the desired experience. SkillZone has a diverse range of companies currently involved in internships and each year organizes over 200 internships.

## Benefits for host companies

### **Why take on an international intern?**

- Interns are dedicated, enthusiastic and have a genuine interest in the host company's industry
- All interns have been tested by SkillZone and have demonstrated intermediate or higher level English language skills
- Host companies gain from an intern's experience and insight into different business approaches
- Interns are here to learn about Australia and its rich culture and are genuinely interested in gaining experience with an Australian company
- Most interns have already had some relevant work experience internationally
- Many interns are fluent in more than 2 languages including English
- All interns are keen to make the most of their learning experience and bring a professional manner to their host company

*Australia, you will love it!*



## REQUIREMENTS FOR INTERNSHIP

SkillZone interns in Australia are young men and women who are non-Australian citizens or local students with a university degree, diploma or equivalent and some work, experience in a business or office setting or previous internships.

Interns don't have to be native English-speakers, their written and spoken English must be first rate though. They must be in good health. They stand a better chance of being placed if they can type accurately at 50+ words-per-minute and are familiar with the word processors, spreadsheets and other computer packages popularly used in business.

Interns are ambassadors of their home country. Consequently, we are looking for young professionals with a high degree of maturity and integrity who present themselves well. Applicants should be self-starters / self-completers, who are not afraid of hard work and are prepared to make and honor a time commitment. Interns should be willing to adapt to the Australian way of doing things and our way of thinking.

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# INTERNSHIP AREAS

*Get an internship in the area of your choice!*

- Accounting
  - Administration
  - Aged Care & Child Care
  - Agriculture
  - Banking & Finance
  - Computing
  - Design
  - Education
  - Electrical Engineering
  - Electronics
  - Engineering
  - Freight & Logistics
  - Human Resources
  - Hospitality & Tourism
  - Information Technology
  - International Trade
  - Business Law
  - Management
  - Manufacturing
  - Marketing
  - Marine Science
  - Retail
  - Sales
  - Sport
  - Telecommunications
- Plus many more!



**SkillZone Internship** is proudly committed to the idea of international exchange and professional development by offering work experience and internships placement programs in Australia for students coming from all over the world. We provide custom designed internship opportunities in different companies and organizations in all areas of interest. The purpose of these programs is to provide students coming from abroad with a practical and professional learning experience in reputable companies in Australia.

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## STEP 1

### Application for an internship

- E-mail back the documents to Skillzone (Application Form, Standard Resume, Cover Letter, Contract, etc.)
- Application fee and deposit payment (payment by credit card recommended)

## STEP 2

### Assessment Process

- Further study of your application, enquiry of your expectations by phone or face to face interview with a SkillZone Consultant

## STEP 3

### Research Process

- Payment of half of the fee balance
- SkillZone locates appropriate Host Company according to your industry and location preferences

## STEP 4

### Internship Placement Offer

- SkillZone identifies an interested company
- Payment of 2nd 50% of fee balance
- SkillZone arranges placement interview

## STEP 5

### Start Internship

- Regular follow-up by a SkillZone Consultant during the Internship
- Certification of completion delivered at the end of the internship

## Fees

### **Internship Placement Fees**

Talk to Your SkillZone Consultant.

*Welcome to Australia with*

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## What is the average cost to pay to agencies such as SkillZone for doing an internship in Australia?

Some agency's charges vary depending on the length of the internship. Some agencies provide extra services to the placement in a company. To match students' expectations, SkillZone has created a unique formula which aims at providing just the internship to students for the lowest price that can be found on the market (additional services can be provided at extra cost).

## What salary can students expect to receive from a host company?

SkillZone cannot guarantee that your internship will be paid. Low paid or unpaid internships are common in Australia. Companies have never been used to paying their interns and it is really difficult to change this. Given the current economic downturn, companies are more likely to fire employees than hire an intern, even with a low salary. We will do our best to negotiate a refund of daily expenses linked to work (transport, lunch...).

## Students can trust in SkillZone ability to place them in a suitable internship

SkillZone is part of a company operating since 1985 in Australia and has built up more than 3000 client companies around the country. Our success record is high so you can rely on SkillZone to provide you an internship involving interesting work in your main area of studies.