

Readygrad

# Professional Internship Program



# CEO Welcome

Welcome to Readygrad, Australia's leading graduate employability specialist. **We would love to be able to assist you in achieving the career you want**, as we have done with thousands of students and graduates since 2012.

I appreciate that this is **an important decision toward your career success**, so we aim to provide you with the information you need to be fully informed.

From 10 years in the recruitment industry and 15 years working in graduate employability, I can confidently tell you that **relevant work experience is one of the main differences between graduates getting a job offer or not**. It shows an employer that you have taken initiative and that you have some understanding of the job and the workplace, which is very attractive to them.

Relevant work experience also provides you with strong **examples and achievements to use in applications and interviews**. Importantly, it allows you to build a professional network and gain highly valuable references.

Myself and the team at Readygrad are ready to find you the right internship with the right employer to get started on the career you want. We are passionate about supporting you and delivering opportunities that will make a difference for you.

**We look forward to working with you!**



Owen Firth  
Chief Employability Officer

An internship really gets your foot in the door. Now I have much needed local experience, my professional network has grown and my confidence received a boost. I was also offered a contract.

*Benjamin - Accounting Intern*

# Get the Edge with a Professional Internship

We see a world where every graduate has the skills & experience to pursue the career of their choice.

Readygrad internships can help you reach your full potential by:



Helping you stand out as a recent graduate or young professional.



Development of your communication skills and confidence.



Making you more employable through skill development and experience.



Giving you the chance to learn how a business works.



Providing real, relevant experience to put on your resume.



Building your professional business networks.



Giving you an opportunity to trial the career you want.



Matching you with a mentor to guide you and offer advice.



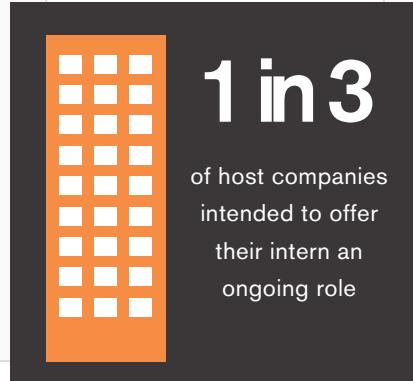
Allowing you to apply what you studied in university to a real workplace.



Providing the opportunity to gain references and endorsement.

## 97%

of interns developed the essential skills to help them find work in Australia



## 98%

of interns improved their networking ability, their professional communication skills and understanding of the Australian workplace

# Program Highlights & Inclusions



Resume & interview preparation session.



Placement into a host organisation – we work with hundreds of host companies operating across most industries.



Internship Success Toolkit to help you prepare for your internship.



Formalised evaluation process with mid-point and exit placement reviews.



Work Integrated Learning placement<sup>^</sup> of 12 weeks in your nominated profession.



Voluntary Workers Insurance provided for the placement.



A dedicated Placement Consultant to mentor, coach and offer career advice throughout the program.



*BSBOPS201 – Work effectively in business environments* Statement of Attainment on successful completion of the program.\*

\*The Professional Internship Program is a structured program focusing on providing employment readiness skills. It contains a Nationally recognised Unit of Competency *BSBOPS201 – Work effectively in business environments*, delivered by Readygrad Pty Ltd (RTO 45724). Students will obtain a Statement of Attainment for *BSBOPS201 – Work effectively in business environments* issued by Readygrad once all training and assessment has been competently achieved.

**Vocational Placements:** The Professional Internship Program includes a vocational placement designed to give students an opportunity to apply the theory and skills they have learnt whilst studying in a professional workplace. Under the Fair Work Act 2009, vocational placements are lawfully unpaid, and students completing a vocational placement are not considered to be employees.



I got placement in one of the Largest Travel Company in Australia, I really enjoyed the whole journey and I got my first job because of my host company.

Prakriti Subedi - Google review



It was a pleasure working with the Readygrad team as they were very professional and helpful when connecting us with students who wanted to help with our project.

Muneesh Wadhwa - Google review



Thank you Readygrad for the opportunity to build my work experience at one of Australia's leading engineering companies – Winslow Constructions. I am very happy and satisfied with the placement opportunity, which matched my goals and career aspirations.

Jayita Nandi - Google review

# From here and now, to where you want to be

The Professional Internship Program is designed by industry experts and graduate recruiters – we know what employers today are demanding and what helps you stand out! Our program is split into two key stages – consultation and preparation, and a practical internship experience – to give you an employability edge in a competitive job market.

## Stage 1

### Consultation and Preparation

This first stage is all about getting you ready for your internship placement.

You'll be matched with one of Readygrad's Placement Consultants, who will mentor and guide you throughout the placement process. Your consultant will work with you to understand your career goals, interests and training needs, and work with you to update your resume, boost your confidence through our interview workshop. In addition, we will ensure you are ready for the workplace with our online Internship Success Toolkit and Resources. We will also help prepare you to ace your interviews and support you with guidance along the way.

During this stage, our Placements Team will be working hard matching you with suitable placement opportunities. We will arrange interviews, provide you with interview feedback and continue to present your resume until we secure you a professional internship placement in your relevant field of study.

## Stage 2

### Professional Internship Placement

For many the internship placement is the most exciting part of the program. It's the opportunity to start building your professional experience and make yourself more employable.

At Readygrad our promise is to match you with the right internship for you. Our team will source opportunities for you from hundreds of new opportunities every month. We will help you prepare for your interview and provide feedback along the way until you secure your internship.

Once your placement is offered, you'll be provided with a Training Agreement, be assigned to a host company mentor, and commence the Unit of Competency BSBOPS201 – Work effectively in business environments.

We are so good at matching our students to suitable internship placements that, when surveyed, 1 in 3 host companies said they intended to offer their intern an ongoing role following their internship placement!

**“During the internship, I became braver and stronger. Living in a foreign country, I had to step out of my comfort zone and integrate.”**

**Emma**

**“The internship gave me knowledge, confidence, a positive attitude and built my technical and soft skills. Readygrad supported and prepared me to become confident and successful.”**

**Abigail**

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# Program Overview



## Learning Outcomes

The learning outcomes for this program include the development of skills and knowledge:

- / To work within organisational requirements
- / To work as part of a team
- / To develop effective workplace habits

In order to achieve these learning outcomes, students will have the opportunity to observe, contribute to and participate in business meetings, read relevant organisational documents, practice professional communication and writing skills, establish workplace relationships and expand their understanding of the application of legislation in the workplace.



## Duration

The program is 16-18 weeks on average made up of two *stages*:

- / Stage 1 – Preparation (typically 4 to 6 weeks)
- / Stage 2 – Professional Internship placement (12 weeks)



## Hours & Days

274 – 456 hours work placement, 3 – 5 days per week during business hours. The number of days required is based on the student's background, experience and needs. In addition, there is approximately 20 hours of self-paced online learning for completion of the assessment tasks during the internship placement.



## Mode & States of Delivery

Work based blended with online learning component, delivered in NSW, VIC, SA, WA and QLD.



## Assessments

The Professional Internship Program includes an assessment that is required to complete Stage 2 of the program and be eligible for a Statement of Attainment for BSBOPS201 Work effectively in business environments.

The assessment is completed during your internship placement and is based on your experience at your host company. It covers the following areas:

- / Business Context – overview, objectives, structure, roles, rights & responsibilities, workplace safety, etc
- / Workplace Communication – written and oral
- / Effective Work Habits – priorities and workload management

The assessment is completed on our eGrad online learning management system. You will be provided with your login details when you commence your internship. You will need a device that can access the internet (PC or mobile) and a stable internet connection.



## Certification

Upon successful completion of the program students will receive:

- / A Readygrad Certificate of Completion for the Professional Internship Program
- / A nationally-recognised Statement of Attainment for BSBOPS201 Work effectively in business environments from Readygrad Pty Ltd (RTO 45724)

# Ready to get started?

Getting started with your Professional Internship Program is quick and easy. Contact us today to arrange a free consultation or apply online at [readygrad.com.au/intern-application](http://readygrad.com.au/intern-application)

I started my internship through Readygrad and got job after the internship. In my experience, the staffs were very friendly and helpful. If there was any issue, they just handle it perfectly. Strongly Recommended.



Milan Shrestha - Google review

## How to apply

You can apply on our website: [readygrad.com.au](http://readygrad.com.au). Before you apply you'll need to check you meet the eligibility requirements of the Professional Internship Program and have the following documents ready to include:

- / Copy of relevant academic transcripts and completion letter
- / Copy of current English language test result certificate, if applicable
- / Copy of resume

Once we have confirmed your eligibility you will receive a Letter of Offer confirming the program details and terms. Prior to being issued with a Confirmation of Enrolment you must return a completed Direct Debit Authority Form.

## Eligibility

To be eligible for the Professional Internship Program you must meet the following criteria:

- / IELTS 6.0 score overall with no less than 6.0 in each skill, or equivalent, if applicable
- / Be 18 years of age or older
- / Must be on an eligible visa or be a permanent resident or citizen. Refer to our website for further details on eligible visa types.
- / Completed or enrolled in a degree or diploma in the area of your nominated internship placement
- / Availability for a minimum of 3 days a week during office hours for placement
- / Abide by the Readygrad Student Code of Conduct, including maintaining professional standards and attitudes at all times with Readygrad staff and at the host company.

## Program fees & payments

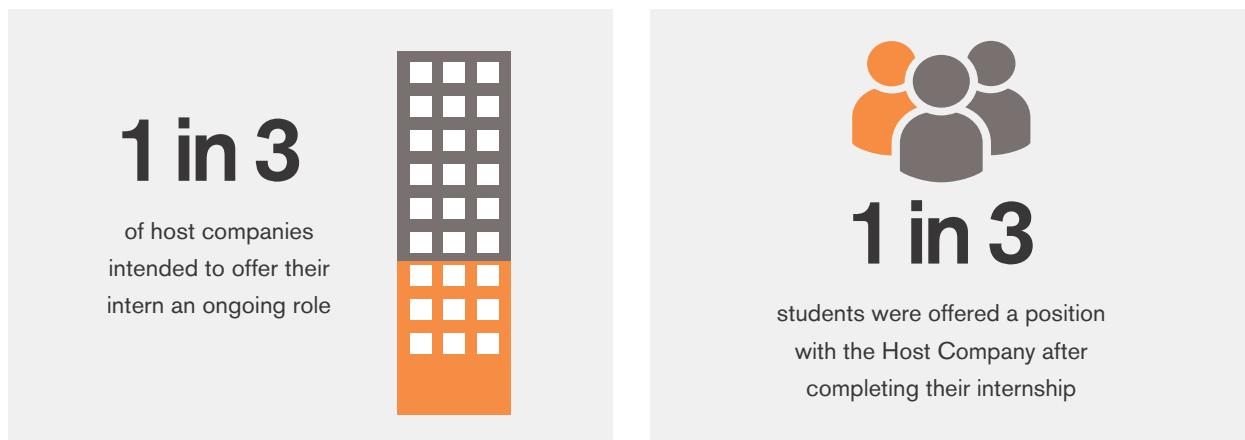
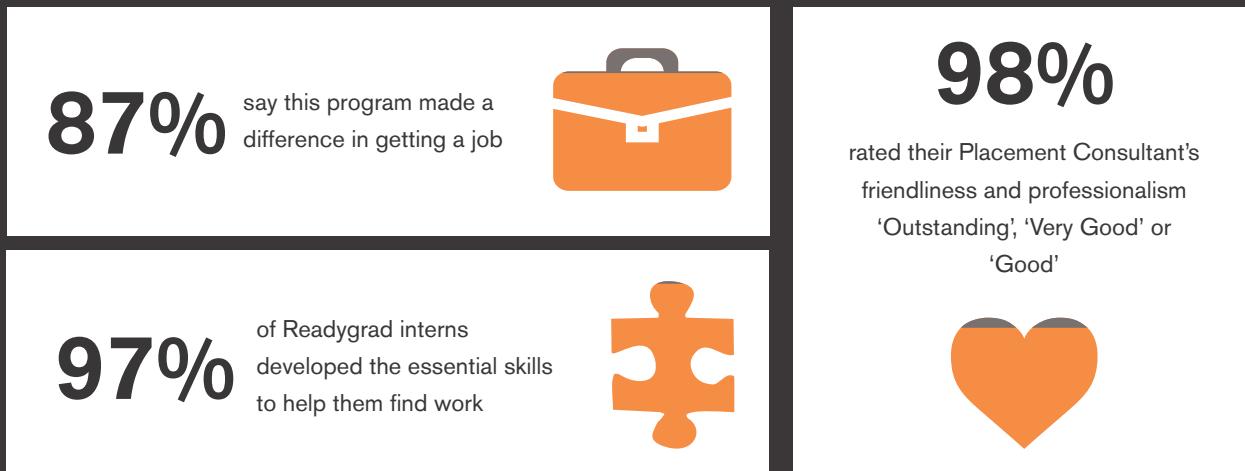
Engineering - \$3,500  
(4 instalments of \$875)

Other disciplines - \$2,500  
(2 instalments of \$1,250, or 4 instalments of \$625)

For the 2 instalment option fees are due at enrolment, then four weeks from the intake date. For the 4 instalment option fees are due at enrolment and then fortnightly payments after the intake date.

The cost of the program covers your consultation, preparation, internship placement, insurance, certification and ongoing support.

# How Readygrad's internship program is rated



McCrindle Research survey 2019

Apply online at [readygrad.com.au/intern-application](https://readygrad.com.au/intern-application) or contact us today for a friendly discussion

Tel: +61 (0)3 7034 4411

[readygrad.com.au](http://readygrad.com.au)  
info@readygrad.com.au

Servicing Sydney | Melbourne | Adelaide | Perth | Brisbane

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The information in this document is correct at time of publishing - September 2021.

All information including Readygrad's Professional Internship Program eligibility requirements are correct at the time of publishing. Readygrad reserves the right to alter these without prior notice.