

Thursday, 09 August 2007

Dear XXXXX,

It is with great pleasure that I am able to confirm the following internship placement for you.

Below you will find information regarding your internship placement, including:

- Summary of Internship Placement
- Host Company Details, including profile
- Internship Description
- First Day instructions
- Monash Professional Internships Appraisal & Supervision outline
- Monash Professional Internships Support
- Terms and Conditions of Internship
- Declaration & Agreement

Monash Professional Internships is Australia's leading internship company, and as such, we are always interested in ensuring you obtain the experience that you set out to achieve. If there is any information you would like in addition to this document, or any assistance, please ensure you contact one of our friendly staff on 1300 884 870.

We look forward to welcoming you to the Monash College Community and encourage you to attend any one of our social events or weekends to meet the Monash team and more importantly, your fellow interns.

I hope to meet you soon.

Regards

Ward Lee

Operations Manager

Monash Professional Internships

Internship Placement

Intern Name:		Confirmation Date: 09/08/2007
Host Company/Organisation:		
Area of Internship: Business Consulting - Other		
Internship Title: Human Resources Intern		
Start Date: 10/09/2007	End Date: 21/10/2007	Duration: 6 weeks
Company/Organisation Contact: Department: Human Resources Company/Organisation Address: Telephone Contact:		
ISPC Placement Consultant: Geraldine Alvarez		
Contact Ph: 02 9279 0100 Email: Geraldine.Alvarez@ispc.com.au		
Internship Conditions: <ul style="list-style-type: none">• Internship is Unpaid• Your Internship hours are 9-5• You will be fully covered for public liability insurance by MPI for the duration of your internship		

Host Company Details

Company Profile

Host Company Details

Internship Description

Internship title: Human Resources Intern

Department: HR/Recruitment

Location: Sydney

Organisational information

Reports to:

Direct subordinates: N/A

Scope of role:

The intern will gain exposure the business practices of XXX Company, and will receive training in all of the duties listed below. This will include training in software used by the company.

Primary responsibilities:

1. Taking calls from prospective candidates and screening them as required
2. Screening candidates at interview and organising relevant testing as required
3. Arranging candidate interviews at client's premises as required
4. Follow-up calls to candidates once placed (in conjunction with consultants)
5. Representing the company and the division at client's offices, attending client visits
6. Enhancing relationships with both candidates and clients
7. Resumes – typing and formatting professional resumes as required
8. Coordinating advertising on Internet (My Career /Seek, City Weekly,9-5)
9. Conducting reference checks on candidates as required, recognising the importance as a marketing tool for the division
10. Conducting skills searches on Troy/WorkDesk with a view to identifying suitably skilled candidates for prospective jobs
11. Updating Troy/Work Desk: badgering the consultants to ensure that notes are up to date etc
12. Assisting in writing of quality advertisements
13. Placing jobs/closing jobs on WorkDesk
14. Updating the 'running sheet'

Secondary responsibilities:

1. Assisting with general administration of team as required
 2. Conducting Occupational Health and Safety training when required
 3. Occupational Health and Safety site inspections as required
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Applicant development:

This role has been designed to compliment the interns studies in Business Administration (HR) and to allow her to develop practical skills in her chosed field. The internship will be conducted under the supervision of industry professionals and training will be provided.

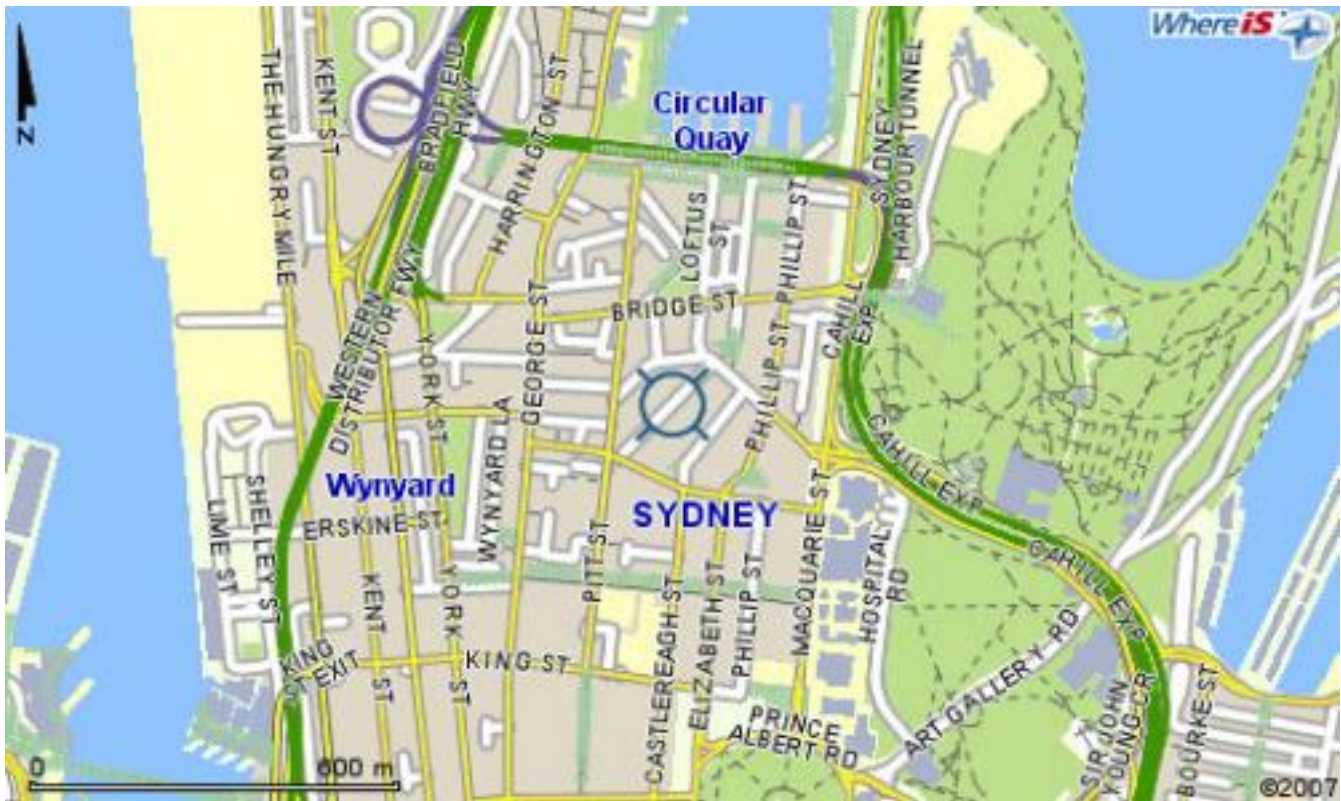
Host Company Details

First Day Instructions & Location

The intern is to arrive at the offices of XXXXX at 9am and ask for XXXX.

Corporate business attire should be worn.

The closest train station is Wynyard



MPI Appraisal & Supervision Outline

Monash Professional Internships (MPI) is committed to ensuring that you gain the work experience that you identified when you applied for an internship with us.

To ensure this occurs, MPI will contact you at least monthly during your internship via our new appraisal system. Each month, you will receive a link to an only appraisal form to be completed. Please take the time to complete the form and offer us your feedback on how the internship is progressing.

The Appraisal form is due to be sent to your email address on the following dates:

- Appraisal One - 08/10/2007

In addition to the above, MPI will also ensure that we maintain regular contact with you over the phone every 4-6 weeks to talk through any situation which you may require any assistance with.

A Monash staff member will visit you on site at least once during your internship placement. The purpose of this visit is to review your work environment, talk to you and your supervisor directly and to review the feedback offered by both sides to ensure that there are no outstanding issues.

If you have opted for the MPI Accommodation service, your accommodation will be arranged for you at your expense. If you have chosen to arrange your own accommodation, this will be your responsibility.

MPI Support

Coming to Australia can be daunting for some people, especially if it is the first time you have travelled outside of your home country.

MPI has established a number of various methods to ensure that you integrate into Australia, along with have a person to contact at any time. We can achieve this through the following:

- * Comprehensive orientation upon arrival at our office in Sydney
- * We have established a new phone number for all interns, which, for the cost of a local call you, can speak to one of our team members who are dedicated to ensuring you receive the support you are after.
The number is (02) 9279 0100 and it is manned from 8.45am to 5.00pm Monday to Friday.
- * We have also set up an after hours phone number for any emergencies you may be faced with. This number is available Monday to Friday from 5.30pm to 8.30am and 24 hours on weekends.
The number is 0406 778 096
- * Weekly Social Night - We regularly hold a social event once a week in Sydney, and every 2-4 weeks in Melbourne and Brisbane. The event is available only to MPI interns and staff and is a great way to meet some of your fellow interns. In order to identify where the next social night is going to be held at, make sure you read our next newsletter.
- * Weekend Sight Seeing Trips - Every weekend we offer a variation of trips for you to see Australia. These trips are quite popular, so if you like the look of one of our trips, please ensure you book early. All trips are contained in our newsletter which you receive weekly.

Terms and Conditions of Internship

Notes for the host company regarding applicants undertaking an internship on the 416 special visa

Thank you for acting as a Host Company for the Monash Professional Internship Program. This continues to be a great success with many positive outcomes for both the Interns and the Host Companies. The purpose of this section is to assist you in the further understanding of the visa requirements for Internships as they pertain to the 416 Special Program Visa by providing information in regard to key aspects of your requirements under the visa.

As you may already be aware, part of our process is to ensure that every intern holds an appropriate visa for undertaking an internship in Australia. Monash Professional Internships also needs to ensure as part of our commitment to the Department of Immigration and Citizenship (DIAC) that Host Companies are aware of their obligations when hosting an intern.

Monash College is approved by DIAC as a program partner for the 416 Special Program Visa. The Monash Professional Internship program which is covered under 416 visa is approved to allow eligible interns to undertake an internship in Australia whilst experiencing the Australian culture from a practical perspective.

Our Placement Consultant, who will have arranged for you to host an intern on a 416 Special Program Visa will have advised you of the general purpose of the visa as well as general limitation and scope of the visa. We would also like to take this opportunity to provide the following important information in regard to the visa requirements:

1. *Interns are approved to only complete an internship with your company.* A key element of the visa approval is based on the fact that your company is able to provide a suitable internship and training associated with the internship. This means that interns are not allowed to undertake employment or an unremunerated internship with a different host organisation without prior approval from DIAC.
2. *Commitment to the training agreed on.* As a Host Company we ask you to commit to the training undertakings that you have made throughout this internship. Interns are here to learn through the practical training that you have gratefully afforded them. The interns' academic background should also be of great benefit to your organisation and enhanced through the training provided in accordance with the training plan throughout the internship. We have been advised by DIAC that they will be making random calls in regards to the internships, and you may be contacted by them in regard to this.
3. *Supervision.* Although the internship concept relies on the notion of 'work place training', Host Companies are nevertheless under an obligation to provide adequate supervision to the intern throughout the internship. This will have already been negotiated and explained to you by the Monash Placement Consultant, however we would like to emphasize the following:
 - Supervision needs to be carried out (or at least monitored) by the designated person at all times
 - Supervision needs to be carried out by a person that is able to mentor the intern and is adequately qualified to affect the supervision effectively
 - Supervision time requirements need to be met. We understand that training can require independent time, but this

should be supervised as the situation requires.

- Changes of supervision hours or personnel need to be immediately communicated to Monash Professional Internships and appropriate procedures put in place to ensure continuous and effective supervision.

4. *Other obligations.* The following are also part of the Host Companies' obligation to notify us immediately if any of the following circumstances change:

- The intern's internship hours of work
- Any leave taken by the intern, including sick leave
- Changes to the training description
- Internship objectives are not being met
- Changes in personnel within the company that may affect the internship or supervision of the intern. E.G the departure of the intern's immediate supervisor
- You believe the intern is no longer genuinely interested in adhering to the internship training plan
- Any other changes in the interns circumstance. E.G if the intern has left the organisation and returned home due to personal circumstances etc.

I appreciate the time you take with assisting with an intern, as well as understanding these requirements. Hosting an intern is an immensely rewarding experience. Hosting an intern on the 416 special program visa is even more rewarding. All interns under the 416 visa need to meet very strict eligibility criteria with regards to their academic background and the suitability of their background for the internship offered by your organisation. This means that you can be assured that an intern on the 416 visa is able to offer your organisation the best theoretical knowledge possible.

Adhering to the above guidelines will ensure a successful and a most rewarding experience for both the intern and your organisation and we sincerely thank you for cooperation.

Hours and Duties

The Company/Organisation ultimately decides the internship hours and days, internship description and the general environment of the office. Experience and communicative ability will obviously determine the type of responsibility the intern is allocated. Interns agree to work the hours agreed with the Company/Organisation.

Punctuality & Attendance

Any required absence must be agreed to by the Internship host company in advance. Any absence due to sickness must be reported to the Internship host company immediately. Monash will also check with the Internship host company and the intern on the progress of the intern on a regular basis.

Dress Code

The intern must conform to the dress code of the Company/Organisation.

Confidentiality

Interns agree to keep all information and documents entrusted to them confidential and in accordance with Company/Organisation procedures and ethics.

Misuse of Company/Organisation facilities and property

Any misuse of Company/Organisation facilities or property is not allowed and the intern shall be liable for any expenses incurred as a result of such misuse. ***It is the responsibility of the intern to ensure that they understand Company/Organisation policy regarding the use of mobile phones, browsing on the Internet and use of company phones to make personal phone calls during internship hours. The intern must conform to these policies.***

Conduct

Interns agree to carry out all assigned tasks with enthusiasm and professionalism to the best of their ability.

Interns agree to avoid making inappropriate comments regarding the Company/Organisation's work environment, ethics or others.

Problems

Problems should be at first instance discussed with the program coordinator at the Company/Organisation. If the problem is not resolved, Monash Professional will make every effort possible to discuss the problem with the coordinator.

Certificate of completion

The Company/Organisation agrees to give the intern a certificate of completion on an official Company/Organisation document upon completion of the internship.

Liability and Insurance

All interns are fully covered for public liability insurance by Monash College. Medical/travel and personal liability insurance are the sole responsibility of the intern and in no way is a legal responsibility of the Company/Organisation.

Termination

The Company/Organisation reserves the right to terminate the intern in the event of negligence by the intern. The Company/Organisation agrees to inform Monash Professional Internships of the nature of the termination. A one day notice period is deemed acceptable in the event of serious misconduct by the intern.

Terms and Conditions of Internship

Appraisals

To ensure that the intern is learning from a placement and ensure that they are also performing to a level that the Company/Organisation requires, both the intern and the intern's supervisor will be required to fill in a brief appraisal form at the end of each four to six week period of the internship.

This is also used to identify if Monash Professional Internships can assist in mediating with any issues that may have arisen, and also to assess if the category of intern is suitable for the role outlined by the Company/Organisation.

Employment at the Completion of the Internship

Host companies are not able to enter into any direct employment agreements with the intern. Any such agreements must be agreed upon prior with Monash Professional Internships. This agreement is purely for the duration of the internship as stated on this confirmation document. Any direct agreements between the intern and the host company, subsidiary of the host company or any other representative branch or persons of the host company will constitute breach of contract and the host company may be legally liable.

Where a host company wishes to employ an intern on a permanent basis, the intern and the company will need to make contact with Monash Professional Internships to discuss the issues surrounding the offer of employment.

Subject to eligibility, Monash Professional Internships may decide to request a finder's fee to the value of up to 10% of the interns starting salary. This is subject to negotiation in good faith by both parties.

Declaration of Agreement

Intern

I _____, have read the above internship description and terms of the internship and agree to abide by them during my internship period.

Signed: _____ Date: _____

Host Company

On behalf of _____ (Host Company Name), I hereby agree to provide the internship defined within the document and to offer support where appropriate to the applicant throughout the duration of the internship.

Signed: _____ Date: _____

Name: _____ Title: _____