

## INTERNSHIP PROGRAM OFFER

We are pleased to advise that you are eligible to apply for a **3-month unpaid internship**, for commencement after completion from your final course at Charles Sturt University (CSU) Study Centre. To take advantage of this exciting opportunity, please ensure you read and fully understand the terms and conditions below. Please contact your CSU Study Centre's Careers Service for further details about the application process. The internship program is available post-course. However, this internship is not a requirement of, or part of your CSU course.

## DEFINITIONS

**Host company** – an organisation that agrees to provide a specified duration of work experience and training

**Intern** – a student, graduate, or trainee who sometimes works without pay to gain work experience

**Internship** – formal work experience arrangement between an organisation, the intern, and/or a third party

**Internship provider** – a third party, e.g. Performance Careers, who assists the intern with securing the internship

**Performance Careers** – the internship provider for CSU Study Centre's eligible interns participating in the program

**Bond** – an agreement to pay a sum of money until fulfilment of a specified condition (e.g. completion of internship)

## TERMS AND CONDITIONS

1. The offer is available to students commencing their CSU course from *July 2013*.
2. The offer is **not** a part of your CSU course. Students wishing to take up the offer are required to apply formally, meet all eligibility criteria, and agree to the program's terms and conditions.
3. Students wishing to register their interest in the offer are required to contact their CSU Study Centre's Careers Service in their final semester of study.
4. Students who have applied will be notified of their acceptance into the program based on the following criteria:
  - Academic performance - no failed subjects in the *final year* (inclusive of the final 2 semesters) of study
  - Attendance of 2 CSU Careers Service workshops within the last 12 months
  - Availability for a minimum of 3 days a week during office hours for the period of the placement
  - Attendance of the Performance Careers Internship induction at the CSU Study Centre
  - Eligible to apply for the 485 visa (or other substantive visa *with full working rights*)
  - Not actively seeking or having obtained employment that would affect availability
  - No extended travel plans for 6 months after acceptance into the CSU Internship Program
5. A refundable bond of \$750 is payable to Study Group at the point of acceptance into the program. **IMPORTANT: NO-REFUND** of the bond will be provided under the following circumstances:
  - **Cancellation of the internship prior to the agreed commencement date,**
  - **withdrawal during the placement,**
  - **partial completion,**
  - **and/or breach of the terms and conditions of Study Group/CSU Study Centre and the Internship Provider, Performance Careers – RTO #91436,** (Please refer to Sections 12, 13 & 14 for the intern's obligations and unacceptable behaviours)
6. Interviews with potential host companies will be arranged that meet the intern's stated preferences. It is not possible to have multiple interviews with an option to choose the preferred position.
7. If a suitable placement is found and a commencement date agreed, but the intern withdraws without providing evidence of a valid reason, then the \$750 bond will **not** be refunded.
8. If the intern finds employment during the internship, the intern is required to notify the CSU Study Centre Careers Service and Performance Careers immediately.

9. If the host company terminates the internship (due to no fault of the intern); then all reasonable efforts will be made to secure another internship. However, if the host company terminates the internship due to a fault from the intern\*(see Section 14 – Unacceptable behaviours), then the intern will be withdrawn immediately and the bond will **not** be refunded.
10. Note that students accepted into the program need to apply for and have obtained an appropriate graduate visa or other substantive visa with full working rights **before** the deadline arranged by the CSU Study Centre’s Careers Service and prior to commencement of the internship.
11. Adherence to all intern obligations during the placement process and the internship placement as stated in Sections 12, 13 & 14. Failure to adhere to the intern obligations will result in withdrawal from the program by the CSU Study Centre’s Careers Service, and non-refund of the bond.

## **12. INTERN OBLIGATIONS DURING THE PLACEMENT PROCESS**

- Answer or return calls from Performance Careers and CSU Careers Service promptly, or within 2 days
- Regularly check their message bank or SMS messages
- Regularly respond to emails from Performance Careers and CSU Careers Service
- Be available for and attend all interviews arranged
- If unable to attend an interview, call and advise Performance Careers and CSU Careers Service at least 24 hours prior to the scheduled interview
- Be punctual and on time for all Performance Careers workshops and all interviews with host companies
- Adhere to deadlines as requested by Performance Careers and CSU Careers Service

## **13. INTERN OBLIGATIONS DURING INTERNSHIP PLACEMENT**

- The intern will be punctual and attend the workplace of the host company in accordance with agreed times and days of work (i.e. 100% attendance)
- Request for sick leave must be reported directly to the intern’s supervisor prior to commencement of business on that day
- A valid medical certificate is required for sick leave of 2 days or more
- The intern must behave in a professional manner at all times
- The intern will comply with all host company policies and procedures
- Confidentiality of host company matters and information must be adhered to
- If the behaviour of the intern is deemed unacceptable (see 14 below) this may result in the termination of the internship and immediate dismissal from the program

## **14. UNACCEPTABLE BEHAVIOURS INCLUDE**

- Misconduct or insubordination resulting in termination by the host company
- Negligent or dangerous behaviour within the work environment and during placement
- Providing false or fraudulent information
- Under 100% attendance and non-completion of the internship placement
- Any behaviour that reflects negatively on CSU’s reputation
- Breach of the host company’s policies
- Breach of Performance Careers Code of Conduct – Students (to be provided upon acceptance into the program)

**15. DECLARATION**

I declare that I wish to take up the internship offer, and am a genuine candidate for the program. I agree that any breach of the above terms and conditions will result in non-refund of the \$750 bond. I acknowledge that I am representing the CSU brand as a graduate, and that my professional conduct should enhance CSU's reputation in a positive way.

**By submitting this application and signing below, I have read, understood and agree to be bound by the terms and conditions stated above.**

Student Name & CSU ID	Signature - Date

Updated April 2017.