International graduates and recent permanent residents

Job Readiness Internship Program

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International graduates and even experienced recent permanent residents often struggle to find full-time professional employment. In fact, 59.5% of international students are unable to find work in their chosen careers 4 months after they graduate*.

The major barriers faced include unfamiliarity with Australian recruitment practices and workplace culture, and a lack of relevant work experience. Further, international research** confirms that employers are looking for more than just a qualification. They prefer candidates who:

- demonstrate strong business communications skills
- fit in with the company culture
- have confidence, show initiative and can work alone or as part of a team.

The Job Readiness Internship Program is your bridge to a professional career in Australia.

This 14-week program will enable graduates, or recent migrants with professional experience, to achieve their career goals and overcome obstacles to employment.

You will maximise your employment prospects by improving your employability skills and gaining the workplace experience employers look for. By the end of the program you will:

- know how to best promote your skills and qualifications with a customised CV and polished interview techniques
- confidently apply your improved business communication skills
- show how your strengths translate into real business results
- network and socialise with other professionals in a business context
- apply fundamental business skills such as problem solving and time management
- understand, adapt and contribute to the culture of an Australian workplace
- contribute and thrive in a team environment.

This program is designed to give you a transformational learning experience and start your professional career.

- **Learn by doing:** You will come out of the program armed with a CV and cover letter that display your capabilities, which you can then customise for future job applications.
- **Learn in a business environment:** We maintain professional standards of conduct and participation in our classrooms to better prepare you for the workplace.
- **Maximise employment prospects:** Completing a professional internship in your area of study can provide you with invaluable workplace exposure so you stand out to potential employers.
- **Great campus and resources:** Our campus is located in the heart of Melbourne, close to transport and employment. It features spacious, modern learning facilities, with many materials and resources included in your course fee.

**A practical internship that gives you real experience**

Completing a professional internship in your area of study can provide you with invaluable workplace exposure so you stand out to potential employers.

**A fully supported internship**

Our placement consultants will work with you to find an internship opportunity that’s right for you, and then support you every step of the way.

100% of participants get an internship with a quality host company

Fortune 500 and ASX listed companies feature amongst our internship hosts.

Our host companies are committed to help you

Monash Professional Pathways works with internship hosts that have a strong commitment to your professional learning and development.

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*Graduate Careers Australia: Graduate Destinations, 2013
**AEI: International graduate outcomes and employer perceptions, 2010
Unit 1: Working in Australia

Learn the cultural and organisational expectations of employees and gain an understanding of the Australian workplace. Further, become familiar with appropriate workplace behaviours and work rights and enhance your knowledge of the cultural norms for successful interaction with colleagues, clients and management. You will learn to:

- Understand and select appropriate workplace behaviours and etiquette to meet organisational expectations in the Australian workplace.
- Demonstrate appropriate knowledge of work rights, ways to handle workplace bullying and basic WH&S requirements.
- Work in a professional, ethical and compliant manner, as framed by Australian workplace legislation.
- Develop a “role-relevant” method of working, in particular focusing on priority management.

Unit 2: Workplace conversations

Learn communication tools and techniques that will help you understand and participate in workplace conversations in an entry-level job role in your chosen field, while still meeting the expectations of Australian workplace culture. You will learn to:

- Demonstrate verbal communication techniques such as explaining, listening, suggesting, asking and answering questions and paraphrasing and influencing people in order to be understood in the Australian workplace.
- Recognise conflict opportunities and communicate appropriate responses to conflict and complaints in the workplace.
- Recognise influencing opportunities and communicate persuasively without causing offense.
- Make and sustain appropriate conversations with co-workers to help build good workplace relationships.

Unit 3: Workplace correspondence

Understand and employ the essential elements of professional everyday workplace correspondence, including using appropriate tone and formality. You will learn to:

- Write routine correspondence as required by entry-level roles, ensuring accuracy and correct meaning.
- Apply appropriate language features and tone for the selected purpose and audience of the correspondence.
- Demonstrate skills in drafting and editing documents to ensure correctness of facts, figures and language.

Unit 4: Finding work

Gain the job search skills needed to produce a professional CV and cover letter, which addresses the key selection criteria, so that you can apply for relevant jobs in your chosen field. In addition, you will learn the appropriate verbal and nonverbal skills needed to prepare for and succeed in job interviews. You will learn to:

- Identify and select suitable job roles to apply for, from a range of advertising media relevant to your chosen field.
- Structure and write relevant CV and cover letters which are tailored to the selection criteria of the positions applied for.
- Understand and use appropriate verbal and nonverbal communication in a job interview.
- Demonstrate an understanding of the recruitment process and the structure of a job interview.

Unit 5: Effective workplace meetings

Learn how to effectively participate in and contribute constructively to workplace meetings by presenting ideas, facts and figures, offering suggestions and solutions as well as being able to interrupt politely to seek, offer or clarify information. You will learn to:

- Prepare for and arrange meetings, send out meeting agendas and appropriately participate in a meeting.
- Demonstrate appropriate behaviour, language and inclusive behaviour which is non-discriminatory to people present at the meeting.
- Employ suitable strategies for interrupting politely, offering opinions, suggesting or requesting information and seeking clarification.

Unit 6: Practical Internship Placement

Gain valuable work experience through an Internship Placement. You will be exposed to Australian work practices and have the opportunity to put the knowledge gained from the training component, and your previous university studies, into practice in an actual workplace setting. You will:

- Experience full time engagement and collaboration with professional work teams.
- Gain insights and hands-on experience of the daily business world, and exposure to Australian workplace culture.
- Experience immediate contact and liaison with a professional supervisor.
- Feel supported with continued access to our placement consultants who monitor your progress.
- Receive an employer reference on successful completion of the Internship Placement.

Course Structure

Training Component
2 weeks
(WEEKDAY 5 x 8 hour sessions per week)

Placement Process
4-10 weeks on completion of Training Component (must be available to attend interviews with potential host companies)

Internship Placement
12 weeks
(5 days per week full time)
Why choose Monash Professional Pathways?

- A provider you can trust: Monash Professional Pathways is a division of Monash College Pty Ltd, a private company owned by Monash University.
- Learn from professionals: Our highly qualified and experienced trainers bring career and business experience into the classroom.
- Experienced: We have been successfully placing participants and graduates in internships with host companies across Australia since 2001.
- Committed to graduate employment: We specialise in creating programs that help candidates successfully enter the Australian workforce. We have an outstanding record in assisting graduates to gain permanent employment in their field.
- Extensive networks: We work closely with high profile Australian businesses and organisations. We are able to help graduates engage with them and maximise their chances of employment success.

Eligibility Criteria
To enrol for the Job Readiness Internship Program you must:

- have a valid and appropriate visa: Bridging, 485, 885, Permanent Resident, Spouse or Secondary Applicant
- have English language proficiency equivalent to IELTS 6
- have, in a relevant field:
  a. graduated in the last 18 months, or
  b. successfully passed at least 2 years of university, or
  c. had a year of continuous employment within the last 18 months (subject to interview assessment)
- pass a pre-admission assessment interview.

Past participants recommend Monash Professional Pathways

“…The Job Readiness Program has provided me with an exceptional opportunity to present myself to the employer, through which I can prove myself a dedicated professional employee with a can do attitude. As a result, I secured a fulltime position at the company where I had done the internship.”

Mindy Nguyen
Job Readiness Internship Program

“I helped me communicate effectively, efficiently and more professionally with other individuals with different work styles.”

Pardeep Paul Chaudry
Job Readiness Internship Program

Educators with real experience

Mark Watson
Mark graduated with a Bachelor of Business and his career has spanned real estate, finance, sales and teaching. His diverse experience in these fields has allowed him to enhance his classes.

Sarah Harris
After completing a Bachelor of Arts (Degree with Honour), majoring in French and Italian, at The University of Melbourne, Sarah embarked on a career in middle management. She has worked in a range of industries including the arts, construction, allied health, wine and hospitality in roles spanning management, marketing and HR.

“This program offers participants an opportunity to understand the Australian workplace and help to enhance communication and overall professionalism.”

“Effective and professional communication skills underpin the whole course and give the participants the confidence to succeed in all other aspects of the course. Communication skills enable the participants to improve their professional ability in so many areas, including small talk, networking, telephone skills, presentation skills, teamwork skills, minute and report writing and CV and cover letter writing.”

monashprofessional.edu.au
Take the next step

Get the skills and experience employers demand.

Take the final step to becoming a fully fledged professional and learn more about the Job Readiness Internship Program including eligibility, start dates and how to apply.

Visit our website or contact us directly:

- monashprofessional.edu.au/jrip
- +61 3 9903 8788
- enquiries@monashprofessional.edu.au
- Level 3, 222 Bourke St, Melbourne, 3000

Monash Professional Pathways reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash Professional Pathways website for updates (monashprofessional.edu.au).

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