

**ACHIEVE
YOUR CAREER
GOALS**



YOU LI LIN
Assistant Project Manager
iBuild Building Solutions

“My Professional Year got me ready to enter the Australian workplace. It helped me to improve my communication and writing skills and gave me an understanding of Australian workplace culture to succeed in my career.”

CHOOSE MONASH FOR THE BEST CAREER

THE FIRST PROFESSIONAL YEAR PROVIDER AND STILL THE BEST

We are the only Group of Eight affiliated provider to offer all three streams of the Professional Year Program. We continue to innovate and lead the way with our constantly evolving curriculum and comprehensive careers package.

THE BEST PROFESSIONAL YEAR FOR YOUR CAREER

When you choose the Monash Professional Year you get a fully integrated careers package. We include career support during and after our program along with technical training and professional development opportunities. Our Professional Badges build your CV with valuable skills endorsements.

WE'RE FOR INTERNATIONAL STUDENTS

We have been providing international students with career experiences and work-readiness training for over 20 years. We care about your success and we are 100% committed to supporting you.

100%
SUCCESS RATE DELIVERING
INTERNSHIPS FOR
PROFESSIONAL YEAR
PARTICIPANTS SINCE 2008

82%
OF GRADUATES ARE
EMPLOYED WITHIN
6 MONTHS OF
GRADUATION*

* (respondents to graduate outcome surveys 2021)

1 in 3
GRADUATES RECEIVED
AN OFFER OF PAID
EMPLOYMENT FROM
THEIR INTERNSHIP
HOST COMPANY*

* (respondents to graduate outcome surveys 2021)

EXPERIENCE THE DIVERSITY OF YOUR FUTURE WORKPLACE

Join a diverse program with participants from over 30 countries and experience a mix of cultures that will prepare you for your future career while gaining experience working alongside locals.

AN UNBEATABLE INTERNSHIP EXPERIENCE

Not all internships are created equal. With Monash, your internship is seamlessly integrated into your program and tailored to your chosen field. Your placement with a quality host company gives you the opportunity to learn from experienced supervisors and to maximise your professional development through on the job learning.

A MONASH PROGRAM

We build our program with educational resources that only Monash can provide. Professional Year curriculum and resources are custom-developed by an expert education team and delivered by highly qualified, highly experienced trainers. You get career-relevant content, extensive materials and workplace simulations that build your experience not just your knowledge.

★★★★★ 5 star rating from our host companies

★★★★☆ 4.8 star rating from our participants

HOW THE MONASH PROFESSIONAL YEAR WORKS



“Dealing with Monash was a really good experience because they found me an internship that I was interested in. The Placement Coordinators have interviews with us, with each and every student separately, and they work through your resume, what skills you are interested in building and what skills you have and they find the companies accordingly.”

DARSHIT DOSHI
Digital Marketing Intern
Chromatix

PROFESSIONAL YEAR PROGRAM DETAILS

STANDARD PROFESSIONAL YEAR

STRUCTURE

Total duration – 44 weeks (minimum)
Job readiness training – 32 weeks
Internship – ENG, full time; ACC and ICT part-time or full time. (Unpaid)
Professional component* – Content required by your professional body during the program
Career Package – during and after training and internship components

* Professional bodies have individual requirements

EXCLUSIVE MONASH PROFESSIONAL PATHWAYS INCLUSIONS

CAREER PACKAGE

Career Support Services
Free session with Monash College Placement Consultant after graduation
Access to Monash University Careers Service
Access to Monash University Leadership online program
Access to Monash Talent services

Recruitment Service

Monash Talent is a graduate recruitment agency available for Monash Professional Year graduates. Get matched to great jobs for an easy transition into professional work.

Technical Skill Training

Online courses through LinkedIn. Available courses include:

- Accounting**
- > MYOB, Excel, Quickbooks, Xero, Zoho, Reckon.
- Information Technology**
- > MySQL, C#, C++, Javascript, PHP, GitHub, Basecamp, Python, Ruby on Rails, HTML/CSS, UX/UI, SQL, JAVA, Node.js, Power BI, Tableau, Oracle, MongoDB.
- Engineering**
- > AutoCAD, MATLAB, Prince 2 Project management, SolidWorks, Autodesk Moldflow, CATIA, SolidWorks, pro/Engineer, Unigraphics BX, Mastercam, Delcam.

Skills Endorsements

Our Professional Badges provide official endorsement of your skills verified by your trainers. Use these electronic badges on your CV and your LinkedIn profile to demonstrate your proficiency.

Professional Development

Professional development workshops (e.g. personal branding) and industry specific workshops presented by professional bodies.



“Working with Monash has been a great experience for us in bringing the right talent to our team to help us solve problems. We see the internship program as a great way for us to scout talent.”

JACKSON YIN
Director
iBuild Building Solutions
PY internship host

ELIGIBILITY REQUIREMENTS

	ACCOUNTING	ENGINEERING	ICT
ACADEMIC	Graduated from a related higher education program within Australia (minimum 2 years duration)	Graduated from a related higher education program within Australia (minimum 2 years duration) OR from a recognised overseas institution	Graduated from a related higher education program within Australia (minimum 2 years duration)
VISA	Obtained or applied for a subclass 485 Temporary Graduate Visa	Obtained or applied for a subclass 485 Temporary Graduate Visa and nominated an Engineering ANZSCO Code for migration purposes*	Obtained or applied for a subclass 485 Temporary Graduate Visa
ENGLISH LANGUAGE	Minimum IELTS score of 6.0 (no band lower than 6.0) or equivalent	Minimum IELTS score of 6.0 (no band lower than 5.0) or equivalent	Minimum IELTS score of 6.0 (no band lower than 6.0) or equivalent
SKILLS ASSESSMENT		Have undergone a successful Migration Skills Assessment through Engineers Australia	Not required

*Offshore university graduates holding 476 visa may be eligible to complete the Professional Year in Engineering

MODULE 1

PERSONAL AND PROFESSIONAL DEVELOPMENT

Learn to identify and develop your own unique strengths and skills that will set you apart in the workplace. This module focuses on key skills for success in the workplace, including effective communication skills, negotiation, relationship management and goal setting. Most professional roles require excellent communication and interpersonal skills, as well as the ability to manage yourself and others.

In this module you will:

- > conduct a professional skills audit and set SMART goals
- > develop effective communication skills, including negotiating and influencing
- > learn how to manage conflict, and handle difficult conversations
- > learn how to manage and participate in business meetings, including meeting etiquette.

MODULE 3

WORK READY

Understand the contemporary workplace, and formalise your work readiness in preparation for commencing your internship. This module provides a comprehensive overview of the skills and knowledge required to transition seamlessly into the Australian workplace. Social and cultural awareness, project management and team work are all covered to prepare you for success in your internship.

In this module you will:

- > work effectively within a team in order to deliver on a team project, including defining team roles and outcomes
- > develop your understanding of different social and cultural factors that impact on our work lives
- > explore the differences between management and leadership
- > learn about your work rights and obligations as an employee to commit to a safe working environment.

MODULE 2

UNLOCKING YOUR POTENTIAL

Develop the skills to promote yourself effectively in the Australian job market. This module focuses on identifying, explaining and promoting the key skills that you are bringing to the workforce. An important aspect of employability is developing your own brand, and successfully promoting it through well written CVs and cover letters, and the effective use of social media.

In this module you will:

- > develop your personal brand through an understanding of your own values and unique value proposition
- > identify the technical and transferable skills, and work experience relevant to your professional profile
- > learn how to write effective CVs and cover letters, designed to capture the hiring manager's attention
- > develop effective networking skills.

MODULE 4

INTERNSHIP

Apply your technical and soft skills, developed over the course of your studies, to a real world role in a professional workplace. The internship is your opportunity to extend the learning you have done in the classroom to the workplace in a 12 week placement with a professional organisation within your industry. It allows you to gain exposure to the work environment, and to gain practical experience in the workplace that will further support your employability.

In the internship you will:

- > be immersed in the real world of work, embedded in a role within an organisation
- > extend your professional skills through practical application
- > be involved in the daily routines and operations of a team
- > explore a variety of tasks related to your profession.

JANET LIONO
Accounts Officer
Universal Institute
of Technology

"I thought the trainers were professional and understanding. They gave me valuable advice and suggested potential solutions to issues that I encountered at the beginning of my career. To study a Professional Year from an institution that is part of a G08 university assures my job prospects in the future."





IRWIN HAU
Director
Chromatix
PY internship host

“We’re a service based business and it’s all about people, having great staff, and so for me it’s about not just investing into my own staff but also the next generation as well.”



WORKING TOWARDS YOUR INTERNSHIP

INTERNSHIP PROCESS

PRE PLACEMENT MEETING

Meet with one of our Placement Coordinators and get feedback on your CV and presentation. Discuss your career ambitions and what roles you’d like to experience for your placement. This will help the placement team match you to suitable opportunities.

INTERVIEW

This is your chance to shine as you interview with the host companies that have shortlisted you for placement. Apply all the skills and knowledge you have developed to make a great impression.

PLACEMENT

It’s the big day, your first day on the job. You will get a workplace induction and your supervisor will introduce you to your colleagues and your work plan. Now you can get down to work!

ONGOING MONITORING

We’re with you every step of the way through your internship. Your Placement Consultant checks in with you and your supervisor at key points to ensure that all is going well and resolve issues that might arise.

TYPICAL INTERNSHIP ROLES AND RESPONSIBILITIES

ACCOUNTING

- > **Accounts payable/receivable officer** – receiving and making payments on behalf of the company, running reports.
- > **Assistant Accountant** – bank reconciliation, preparing reports, running monthly reports, budget support.

ENGINEERING (ACROSS ALL DISCIPLINES)

- > Support engineering team to develop drawings, manuals and documentation.
- > Assist project management teams with implementation of specific projects to improve efficiency and effectiveness.
- > Quality assurance/control.
- > Onsite inspections in field, manufacturing and production.
- > Project controls including data gathering, data management and analytical processes.
- > Productivity analysis.

IT

- > **IT Help desk** – Trouble shooting IT problems via phone, email and remote access. Maintaining and troubleshooting IT Networks.
- > **Web Design** – Front and back end web development or mobile development.
- > **Programming** – writing code.
- > **Business Analyst** – Collecting and analysing data, forecasting business trends, creating reports.

WORKING TOWARDS YOUR INTERNSHIP

PLACEMENT TEAM

We have a whole team dedicated to finding the best internship placements. Our placement consultants have extensive recruitment experience in industry and maintain excellent relationships with host companies. They are experts in the professional requirements for accounting, engineering and IT roles, they will give you the guidance and advice you need to make yourself ready for your internship and for your career.

HOST COMPANIES

Here are just a few of the 200+ companies we work with



SOME OF THE COMPANIES THAT HAVE RECENTLY HIRED OUR GRADUATES IN PROFESSIONAL ROLES

- Alfred Hospital
- Austin Hospital
- Alstom
- Bondi Labs
- Bosh
- Branach
- Cabrini
- DTB International Pumping
- Elegant Media
- Monash University
- OSTEON Medical
- Peter MacCallum Cancer Centre
- RTG
- Shop Grok
- Strata Resoults
- StepGlobal
- Trade Credit Risk
- Ventia
- Yarra Trams
- Zeco Energy



“All my team members at Crowne Plaza Melbourne are ex-Professional Year interns. They were successful candidates who secured employment opportunities with the business either immediately, or shortly after, the completion of their Professional Year.”

YAWEN
Director Finance and
Business Support
Crowne Plaza Melbourne



A GREAT PROGRAM BEGINS WITH AMAZING TRAINERS

Monash College trainers have strong professional backgrounds in a range of industries. They bring the experience of varied workplaces and careers to their teaching. They are passionate about helping Professional Year participants develop their skills and capabilities for career success.



CAROL WEBB
Carol has worked for CGU Insurance, RACV and CPA Australia in Human Resource Management and Organisational Capability. She is passionate about learning and development.

“The most valuable aspect of the PY course is providing understanding of the Australian workplace culture to students.”

– ALISON PRATA



SHIREEN NOBLE
Shireen has a Master’s degree in Law and extensive experience as a learning and development specialist in the business world and as a vocational trainer and assessor in the education sector.

“The most valuable aspects of the PY course are the group work activities and practical exercises. The networking with other students is also a great part of the course.”

– CAROL WEBB



ALISON PRATA
Alison has worked in Public Relations, Publishing, Investment Banking, Business English Training and as a high school teacher in the UK and Australia.

“The most valuable aspect of the PY program for me is that participants get to practice and develop skills that not only get them job ready but will also nurture and help grow their careers in the long run.”

– SHIREEN NOBLE

BACKED BY MONASH

Our amazing trainers are supported by our Programs Team which develops our unique curriculum and extensive online resources. They work with education experts across Monash to continuously improve the effectiveness of our program. Focused on providing learning opportunities that are relevant to your career and build your experience, the Programs Team provides the foundation for your success.

HOW TO APPLY

APPLY DIRECT

Direct applications are easy and quick, but please note that the Engineering stream requires a different application to Accounting and ICT.

Apply direct for Accounting and ICT

1. visit: www.monashprofessional.edu.au/apply
2. select the Professional Year stream you want to apply for
3. complete the online application
4. attach the required documents
5. click submit
6. a pre-screening interview will be arranged once the application is approved.

Please note that all Accounting and ICT must pass the pre-screening interview before being admitted into the program.

Apply direct for Engineering

1. visit: www.monashprofessional.edu.au/apply
2. follow the Application process and steps to submit your application via EEA's website: www.eea.org.au/professional-year-program
3. a pre-screening interview will be arranged once application is approved from EEA.

Please note that all Engineering applicants must pass the pre-screening interview before being admitted into the program.

APPLY THROUGH AN AGENT

Many education and migration agents across Melbourne can assist you with your application.



Monash College Professional Year Program

750 Collins St, Docklands VIC 3008 Australia

T: +61 3 9903 8788

E: mpp-programs@f.e.monash.edu

monashprofessional.edu.au/professional-year

 facebook.com/monashprofessional

 linkedin.com/company/professional-pathways-australia

Monash Professional Year is offered by Monash College Pty Ltd, a private company owned by Monash University.

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