The WorkReady Internship Program provides opportunities for students to undertake a range of projects for business, industry and government. The program offers over 450 placements a year with leading companies, law and accounting firms, environmental agencies, government departments, councils and community organisations. WorkReady is a demonstration of Flinders University’s commitment to fully preparing our graduates with the knowledge and skills needed for employment.

THREE REASONS TO PARTNER WITH FLINDERS

1. The quality of our teaching and our innovative approach to course delivery are widely respected and Flinders is the university of choice in many professions.

2. We offer students a range of business and life skills that complement their academic training.

3. We are committed to putting our students in touch with potential employers – more than 4000 undertake industry experience annually.

www.flinders.edu.au/careers

CAREERS AND EMPLOYER LIAISON CENTRE
**RECENT PLACEMENTS**

- Students assisted a District Court Judge and Judge’s Associate. Their duties included researching, drafting, court room duties and administrative tasks such as file stripping, filing and returning exhibits.

- Internships with *The Australian* in its Adelaide Bureau office. Students covered assignments with current reporters, undertook interviews including writing and filing copy.

- Assistant Youth Worker in a high school setting, working under the direction of a Youth Worker. Students worked on specific case management goals for students with challenging behaviours, who have either been identified as being at risk of leaving high school early or have disconnected themselves from the formal education system.

- For a South Australian company- students collated, researched and designed an intranet website with guidance and supervision from departmental staff.

- Preparation of a Business Plan/Feasibility Study for the acquisition and operation of the Cape Northumberland Lighthouse. Students developed options, researched similar tourist facilities in Australia, liaised with the Tourist Association, museums and local councils and presented the final plan to a public meeting.

- For a Consulting Organisation that provides integrated IT solutions to businesses, government and community organisations – students managed website content, database management, assisted with PR/marketing and desktop publishing including preparation of documents and training materials.

- Internships with a major local council in Environmental Health, Environmental Management, Information Technology, Finance Administration, Tourism, Community Development, Youth Development, legal requirements of Development and Assessment Planning, Aged Care, Legal and Assets Management and General Administration.

- Assisting the Compliance Manager of a major food manufacturer to identify, evaluate, assess and report on environmental aspects and impacts connected with carbonated beverages manufacturing.

- Caseworker Assistant under the direction of the Senior Mediation Practitioner. This included providing assistance to regional caseworkers in various areas, including the intake of new clients and assisting with the design and development of programs and special projects.

- Internship on an Environmental Education Project. The student worked on a broad range of activities including: handling information requests from public, assisting with the organisation of community talks, field trips and events, and writing and researching for newsletters and fact sheets.

*plus many others… please contact the WorkReady and Industry Liaison Officer to discuss further.*

**A large number of Flinders degree programs offer coursework placements. Careers and Employer Liaison Centre staff will be happy to put you in touch with relevant academic staff who coordinate these programs.**
ABOUT WORKREADY

WorkReady placements operate throughout the year and the placement period is flexible depending on your organisation’s needs and available resources. Projects can be done either in a block period or spread over time, for example, 1 day a week for 20 weeks.

Host organisations will benefit from:
- students bringing special skills and knowledge gained through their recent study
- assistance with special projects, research, events or conferences
- accessing fresh ideas
- enhanced public relations and
- an opportunity to develop links with Flinders University.

ROLE OF THE HOST ORGANISATION

All participants in the WorkReady Program have an important role to play to ensure the success of the placement. The role of the supervisor is to assist the student to learn from their experience in a supportive atmosphere.

To assist the WorkReady placement student with fulfilling their workplace obligations the host supervisor will need to provide:
- a written job description outlining the student’s duties and responsibilities. The WorkReady Project Officer can assist you with writing a job description. It is important that this should reflect meaningful tasks to develop knowledge and skills. Although students may need to perform occasional routine or busy work as part of their normal duties, these should not be the primary focus
- the student with a general orientation to your organisation, rules and objectives of the placement
- opportunities to interact with other staff (professional and administrative)
- access to the experiences, equipment and information necessary for the students to complete their WorkReady duties
- ongoing encouragement and support as well as suggestions for improvement of performance and
- the opportunity for reflective discussion with the WorkReady student about the placement, the profession or your organisation.

COSTS

WorkReady is offered at no cost. However students may need some assistance with travel, food and accommodation in some instances. All work related expenses would need to be met by the host organisation.

INSURANCE

Students who participate in WorkReady are insured for public liability through Flinders University. In addition, Flinders University provides students with personal injury cover, in case of injury during placement. This insurance is provided at no cost to the host organisation.

Organisations participating in WorkReady also need public liability insurance before hosting a student. Information regarding public liability insurance and WorkReady can be obtained from the Careers and Employer Liaison Centre.
STUDENT SELECTION/REFERRAL PROCESS

Students register for WorkReady by completing an application form detailing current skills/abilities, previous experience and academic background. In addition, they are required to submit a short paragraph outlining their reasons for wanting the placement that they are applying for and how this would assist their career development. Suitable applicants are then referred on to the host organisation. Interviews can take place to select a student who is suitable for the requirements of the host organisation. The Host supervisor can elect either to participate in the selection process for their organisation or to submit a project description and the Careers and Employer Liaison Centre will select the student.

CONTACT INFORMATION

To find out more about Flinders or to take advantage of the WorkReady Internship Program highlighted in this brochure please contact Julia Stott, WorkReady and Industry Liaison Officer

Careers and Employer Liaison Centre, Flinders University, GPO Box 2100, Adelaide 5001

Phone: (08) 8201 2832
Fax: (08) 8201 3036
Email: workready@flinders.edu.au

www.flinders.edu.au/careers

FLINDERS AREAS OF STUDY

MANY OF THESE AREAS OF STUDY OFFER WORK PLACEMENTS. CAREERS AND EMPLOYER LIAISON CENTRE STAFF WILL HAPPY TO PUT YOU IN TOUCH WITH RELEVANT ACADEMIC STAFF WHO COORDINATE THESE PROGRAMS.

Accounting (graduate - entry)
Applied Geographical Information Systems
Aquaculture
Archaeology
Arts
Behavioural Science (Psychology)
Biodiversity and Conservation
Biotechnology
Business
Commerce (Accounting)
Commerce (Finance)
Computer Science
Creative Arts
Cultural Tourism
Disability and Community Rehabilitation
Ecotourism
Education - Early Childhood
Education - Junior Primary/Primary
Education - Middle School
Education - Secondary
Education - Special Education
Engineering - Biomedical and Electronics [no intake in 2008]
Engineering - Computer and Electronics [no intake in 2008]
Engineering - Software
Environmental Health
Environmental Management
Environmental Science
Forensic and Analytical Chemistry
Government and Public Management
Health Sciences
Information Technology
Innovation and Enterprise (Science and Technology)
International Studies
International Tourism [international students only]
Justice and Society
Laws and Legal Practice
Marine Biology
Medical Science
Medicinal Chemistry
Medicine/Surgery
Midwifery
Nanotechnology
Nursing
Nutrition and Dietetics
Paramedic [formerly Ambulance Studies]
Psychology
Science
Science (Hons) - a enhanced program for high achievers
Social Work (graduate - entry)
Social Work and Social Planning
Special Education
Speech Pathology (graduate - entry)
Theology