THE WORKREADY INTERNSHIP PROGRAM

The WorkReady Internship Program aims to enhance your skills and experience at University by providing unpaid work placements to assist you to develop the skills desired by graduate employers. WorkReady prepares you for the workplace by complementing your degree with practical experience – adding an edge to your resume. The program provides you with choices – you can apply for an existing WorkReady Vacancy, or source your own.

THE BENEFITS

• develop workplace knowledge and experience
• build confidence in your talents and abilities
• develop contacts to assist your entry into employment
• clarify your career goals and expectations
• develop workplace skills highly sought after by graduate employers
• gain referees who can comment on your work skills
• build an advantage in gaining employment
• enhance the quality of your university experience.

WHAT’S AVAILABLE

Start by having a look at the WorkReady list of current placements, available online at:
The list can also be viewed at the Careers and Employer Liaison Centre.

With over 100 opportunities listed, there is plenty to choose from, whether you are interested in pursuing degree-related experience, or general work experience.

You can gain skills and experience in
• Administration
• Arts/Creative & Publishing
• Community, Health & Disability Services
• Environment and animal care
• Mentoring
• Justice and legal sector
• Science
• Tutoring
• Projects & Research
• International
• IT & Business

As you peruse the listed vacancies, note the ‘Placement ID’ of any vacancies that interest you, for example, ‘WRVAC1799’.

TIME COMMITMENT

WorkReady placements can be undertaken in the mid-year semester break, the summer vacation period or part-time during semester. The placement period and duration is generally flexible and negotiable, aimed at suiting your study commitments and the organisation’s needs. Placement requirements, projects and application processes vary and more information about individual opportunities can be given at a WorkReady Drop-In Session.

ELIGIBILITY & INSURANCE

To be involved in the WorkReady Internship Program, you must be an enrolled student at Flinders University. Students who participate in the WorkReady Program can be insured for Public Liability, Personal Injury and Professional Indemnity through Flinders University at no cost.

REGISTRATION PROCESS

Step One
As discussed above, first review the WorkReady list of currently available placements.

Step Two
To register for the WorkReady Internship Program you will need to complete the online form available at: www.flinders.edu.au/careers/workready.html

To ensure that your online form will be sent through when you submit it, please ensure that you are prompted to provide a login and password BEFORE you enter your information on the form. The login and
password are the same that you use to access your Flinders University email account.

In addition to your contact and course information, you will be asked to indicate any WorkReady placements that you are interested in, providing the ‘Placement ID’ and title. We’ll also ask you about any previous work experience, and you will need to provide a short written statement outlining your reasons for wanting to participate in this program (if you are undertaking work experience that you have organised you do not need to do this statement).

Step Three
The next step is to attend a WorkReady ‘Drop In’ where you can meet with a WorkReady Project Officer to discuss your involvement in the program and:
• Find out more about the WorkReady vacancies that interest you.
• Gain advice on suitable placement opportunities.
• Receive assistance in finding work experience, and sourcing your own placement.
• Get ready for your placement.

The WorkReady Drop-In Sessions occur on a regular basis each week and the times are available at: www.flinders.edu.au/careers/sub/whatson.php#workready
(Note: these sessions are separate to the ‘Drop-In’ Times for the Career Development Consultants)

Step Four
Once you are registered with the WorkReady Program, you will be able to apply for vacancies that are listed. You will be also listed on our database enabling us to notify you if and when relevant work experience vacancies become available.

ESTABLISHING YOUR OWN WORKREADY PLACEMENT
As an alternative, if you don’t find a suitable vacancy on this listing or you want to develop your own placement, we can assist you to locate suitable organisations to canvass for possible work experience opportunities. These may be identified through your own contacts, academic leads, involvement with a professional association, or other sources.

Students have been successful in pursuing this strategy, developing placements across a wide range of settings.

We can provide you with a sample application letter that can be tailored to your individual requirements for you to send to employers. We also provide insurance cover at no cost to you or the organisation/s providing you with a placement.

Please note that certain pre-requisites need to be met and acceptance into the program is at the discretion of the University. For more information, talk to the WorkReady Project Officer.

PREPARATION PROGRAM
The WorkReady Preparation Program is compulsory for all students undertaking a placement and must be read before the commencement of a placement with a host organisation. It briefs students about what they can expect on the placement and about important issues such as Occupational Health, Safety & Welfare and Insurance.

WHEN ON PLACEMENT – STUDENT RESPONSIBILITIES
When placed with an organisation, the WorkReady student is expected to:
• pay their own travel costs to and from the organisation
• negotiate a work schedule with the supervisor and arrive promptly for work
• discuss in advance any necessary schedule changes with their supervisor
• work to acquire the knowledge and abilities necessary to carry out the responsibilities outlined
• exhibit professional behaviour, interacting appropriately with the supervisor, other staff and the organisation’s clients.

VALUABLE VOLUNTEERING
So far we have focused on the importance of undertaking degree-related work experience. However, employers also value volunteering of any kind. To be a volunteer shows commitment, interest, motivation and energy. Volunteering makes a vital contribution to all aspects of community life – but it can also be both personally and professionally rewarding in enhancing your confidence, skills, sense of achievement and so much more.

Many university students from all disciplines get involved with an incredible variety of volunteering. These could range from fundraising, Breakfast Club Volunteers, coaching sports, Country Fire Service, Learning Assistance Programs at schools, school bees, assisting with major events (Bicycle SA, City to
Bay Fun Run, University Games, First Aid etc.), mentoring and more. These efforts make a tremendous difference to the communities that they serve.

Getting involved with volunteering can happen at a corporate level too. Many organisations reflect their corporate social responsibility through partnerships with various charities with the aim of giving back to the communities where employees live and work. Some organisation’s values regarding Corporate Volunteerism see them providing employees with the opportunity to spend one workday each year participating in volunteering assistance to community organisations. Your volunteer involvements can demonstrate an alignment with these organisational values.

For information on these opportunities, check the WorkReady list of currently available positions and collect our handout on Volunteering (this includes several websites listing Volunteer programs).

COMMENTS FROM FLINDERS GRADUATES

“I gained new experiences in a different work environment than I was used to. Meeting new people from a bigger variety of age groups than my part-time employment was interesting, but still easy to assimilate into. The actual database project … enabled me to work with the same principles as in any database design venture: in particular working on such a database was also interesting and challenging. Thank you very much for coordinating the WorkReady program, which has proved to be of value in experiencing computer science employment. WorkReady is obviously worth the time and effort, and will be recommended by me to other students.” Bachelor of Information Technology Student.

“When I started my WorkReady Placement as an Operations Assistant at the Nature Foundation of SA, I realised how much there was to learn and how much I needed to learn. However, I worked hard and kept asking for more to do ….

From that dedication, experience and good timing, I was offered a job working in association with the Nature Foundation, as the Extension Officer for a relatively new program, the Southern Brown Bandicoot Recovery Program.” Bachelor of Environmental Management Student.

“First and foremost … WORK EXPERIENCE. I organised my own work experience during mid-year break. I went to the Careers Centre and they organised insurance for me and I found my own organisation to work in. It was really easy to do. It was a pain not having holidays at all but it paid off because I got employment at the end of my degree.” Belinda, Bachelor of Behavioural Science working as a Graduate Human Resources Officer.

“Get as much experience as you can in the time you have got. Spend some (not all) of your holidays doing work experience (the people in the Careers and Employer Liaison Centre are great at helping out with this) and you will never regret it.” Nick, Bachelor of Science, Biologist, Ecosure.

“... also make sure you concentrate on improving group work skills, such as co-operation, problem-solving and assertiveness. Get involved in something that gives practical experience in these areas, such as part-time work or a volunteer group!” Bachelor of Accounting, Analyst, Deloitte.

“Volunteering was an important choice I made, primarily driven by my need to gain professional experience and general workplace skills, with the knowledge that such a commitment appeals to many prospective employers.” Lisa, Bachelor of Justice and Society, Intake/Volunteer Coordinator, Community Mediation Service.

“Do volunteer work where possible, the more experience you have the more employable you are. I highly recommend volunteer work as you can put this on your CV and it’s looked upon very favourably with most organisations when you pursue employment.” Veronica, Health Sciences, CAFSS Coordinator, DRUG ARM Australasia.

“Volunteering develops your skills in areas such as communication and teamwork. It also allows you to widen your network, which is very important.” Chris, Bachelor of Science in Environmental Science (Honours), Environmental Scientist, Australian Water Environments.

CONTACT

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