WORKREADY
Internship Program

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The WorkReady Internship Program provides organisations the opportunity to list placements/internships/volunteer opportunities with us, which are then promoted to relevant Flinders University students for consideration.

The WorkReady Internship Program assists students to undertake appropriate, discipline-related, non-paid work experience with a wide variety of organisations. The program is undertaken on a voluntary basis by students as it does not contribute to their degree requirements. The program benefits both organisations and students. Organisations benefit by obtaining new insights, diverse talent, and a great resource for project assistance and students gain work-related experience and develop new skills and networks.

WORKREADY PLACEMENTS
A placement is a period of time that a student spends at a host organisation assisting in a project by undertaking non-paid duties in order to obtain work experience. It is designed for students wishing to gain an insight, or relevant knowledge and skills, in a particular career area.

WorkReady placements operate throughout the year and the placement starting date and duration is flexible depending on your organisation’s needs and available resources. Placements can be completed either in a block period or spread over time (for example, two weeks full-time or one day per week over 12 weeks).

BENEFITS FOR HOST ORGANISATIONS
Students’ contributions to organisations that offer work-experience placements are wide-ranging:
- access to students’ skills and knowledge gained through their recent study
- valuable assistance in projects, new initiatives, research, events or conferences
- identifying new talent and possible establishment of a graduate recruitment strategy
- accessing new ideas and an external perspective
- enhancing public relations
- an opportunity to develop links/partner with Flinders University

REASONS TO PARTNER WITH FLINDERS UNIVERSITY
Many organisations are realising the importance of supporting and developing stronger links with communities and organisations within the areas in which they operate.

Our students and graduates are encouraged to engage positively with people and ideas beyond the limits of their geographical, disciplinary, social and cultural boundaries, and to transition between the world of study and the world of work.

Many universities have identified a set of generic graduate qualities/attributes that they expect to characterise their graduates across all courses and programs. Read about the qualities of Flinders University graduates here.

The Careers and Employer Liaison Centre enables students and graduates to get in touch with potential employers by advertising over 10,000 vacancies each year. This service is free to employers wishing to list their job vacancies.

Every student has the opportunity to participate in a WorkReady placement. Each year students undertake industry experience placements in a wide variety of organisations and businesses in Adelaide, interstate and overseas. Your organisation is welcome to advertise projects which may benefit from some student assistance.

Flinders University has an international reputation for our teaching, student support programs/services and research. We are committed to assisting students to succeed in their studies and move into their chosen careers.

Flinders University is widely respected for its progressive and innovative approaches in teaching and community engagement.
RANGE OF PLACEMENTS

Roles are usually directed by your organisation’s needs, based on the projects, research or events you are undertaking. Students’ skills and knowledge can be sourced from relevant degrees offered at Flinders University. A list of areas of study has been provided within this publication to assist you in determining the range of skills that students can provide.

The WorkReady and Industry Liaison Officer is available should you wish to discuss your needs and to identify relevant student cohorts for the role you have available. They can also put you in touch with relevant academic staff who coordinate degree embedded work-integrated learning.

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 organisation’s student supervisor is to assist the student to learn from their experience in a supportive atmosphere, and to:

- ensure that students on placement do not contribute to the commerciality of the organisation and that the placement meets the requirements of unpaid placements as determined by the Fair Work Act 2009
- provide students on placement with a general orientation to the host organisation site, business, rules and objectives
- provide students on placement with access to experiences, equipment and information necessary to complete the agreed WorkReady Internship Program duties, with appropriate supervision from the host organisation
- provide access to University staff for the purpose of providing support to the students participating in WorkReady internships
- provide opportunities for discussion about WorkReady Internship Program placements with the University and the students on placement
- hold public liability insurance to a minimum of $10,000,000

WorkReady Internship Program placements and volunteer roles are required to align with the Fair Work Ombudsman’s provisions for unpaid work experience. For more information please refer to the ‘Unpaid Work’ fact sheet available at the Fair Work Ombudsman’s website.

COSTS

There is no cost for host organisations to advertise work-experience roles through the WorkReady Internship Program. Students may, however, need some assistance with travel/parking costs (and accommodation costs in the instances of rural/remote placements).

All work-related expenses for student placements would need to be met by the host organisation.

INSURANCE

Placements / volunteer opportunities that are listed with the WorkReady Internship Program are required to either be covered by a host organisation’s volunteer insurance or by the insurance cover that can be provided (at no cost) by the WorkReady Internship Program – conditions apply.

The insurance cover provided by Flinders University includes General and Product Liability, Personal Accident and Professional Liability. Host organisations are required to hold public liability insurance to a minimum of $10,000,000.

An Insurance Affiliation Agreement needs to be signed by the host organisation and Flinders University to enable the student to be covered by the insurance provided by Flinders University.

HOW IT WORKS

1. Advertise your placement by submitting the WorkReady Vacancy Registration Form.
2. The WorkReady and Industry Liaison Officer will promote the placement opportunity to relevant student cohorts.
3. Suitable, interested students will be provided with the application process your organisation has indicated.
4. Students approach your organisation with an expression of interest in the placement.
5. Host organisations make the selection from applicants.

CONTACT US

If you have an enquiry please contact us:
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Careers and Employer Liaison Centre
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F: (08) 8201 3036
E: workready@flinders.edu.au
flinders.edu.au/careers
AREAS OF STUDY OFFERED AT FLINDERS UNIVERSITY

The WorkReady and Industry Liaison Officer can assist in linking you with students or staff from these areas of study:

- Accounting
- American studies
- Animal behaviour
- Applied linguistics
- Aquaculture
- Archaeology
- Arts
- Asian studies
- Australian studies
- Behavioural science (psychology)
- Biodiversity and conservation
- Biological sciences
- Biomedical engineering
- Biotechnology
- Business/business studies
- Business economics
- Business and technology
- Chemistry
- Chinese
- Civil engineering
- Clean technology
- Computer science/computer studies
- Computer systems engineering
- Creative arts
- Criminal justice
- Criminology
- Dance
- Development studies
- Digital media
- Disability studies
- Drama
- Earth sciences
- Ecology, evolution and organismal biology
- Economics
- Education/teaching
- Electrical engineering
- Electronics engineering
- Engineering
- Engineering science
- Engineering technology
- English
- Entrepreneurship
- Environment
- Environmental health
- Environmental hydrology and water resources
- Environmental studies
- Finance
- Forensic and analytical science
- French
- Geographical information systems
- Geography
- German
- Health administration/management
- Health education/health promotion
- Health sciences
- History
- Human resource management
- Indigenous studies
- Indonesian
- Information systems
- Information technology
- International business
- International relations
- International studies
- International tourism
- Italian
- Japanese
- Justice and society
- Languages
- Latin american studies
- Laws and legal practice
- Legal studies
- Life sciences
- Management
- Marketing
- Marine biology
- Mathematics
- Mechanical engineering
- Media
- Medical science
- Medicine
- Mental health nursing
- Microbiology
- Midwifery
- Modern greek
- Molecular biosciences
- Nanotechnology
- Naval architecture engineering
- Network systems
- Nursing
- Nutrition and dietetics
- Ocean and climate sciences
- Occupational therapy
- Optometry
- Paramedic science
- Philosophy
- Physical education
- Physics
- Physiotherapy
- Politics/political studies
- Professional studies
- Psychology
- Public affairs
- Public policy
- Robotics engineering
- Science
- Screen studies/screen and media
- Security studies
- Social planning
- Social work
- Sociology
- Software engineering
- Spanish
- Special education
- Speech pathology
- Sport, health and physical activity
- Sustainability
- Teaching
- Theology
- Visual arts
- Women's studies

Every effort has been made to ensure the information in this brochure is accurate at the time of publication: July 2014. Flinders University reserves the right to alter any course or topic contained herein without prior notice. Alterations are reflected in the course information available on the University’s website. CRICOS No. 00114A.