

I-PREP Employer FAQs

What is an I-PREP internship?

An I-PREP internship is a work preparation program that gives international students an opportunity to learn about workplace culture, communication skills and the job application process. Following an education workshop students have the opportunity to put their learning into practice by participating in a work placement in a Tasmanian organisation.

How long does the internship last?

I-PREP internships are unpaid, often introductory experiences that have a time limit. This does not preclude employers from offering a paid position following the I-PREP internship, but the unpaid component must abide by Fair Work regulations. For I-PREP this equates to a minimum of 50 hours and a maximum of 80 hours.

How many hours can the intern work?

The number of hours can vary and is negotiated between the student and organisation upon placement. At the time of signing up to provide a placement, you can indicate your preferred work hours for your intern and this will be taken into consideration at the time of matching. Student study schedules are also taken into account. Any work hour configuration must ensure the student intern does not exceed the 80 hour maximum of this experience.

How much supervision do they require?

An intern will need to be inducted to the role and will also require some on-going supervision and regular feedback on their work. Interns want to have a work experience where they are exposed to the culture of the organisation, get to know other professionals and observe and learn as much as they can. We recommend that an assigned supervisor regularly checks in with the intern about their progress.

Do I need to induct the intern?

For many interns this will be their first work experience in a professional context, for others who have worked before, it might be their first experience in an Australian workplace. Taking adequate time to provide an orientation and training for the intern will benefit the student and allow your organisation to reap productivity and effectiveness from their placement. As a minimum we recommend that you familiarise your intern with:

- their workspace
- their immediate team
- workplace health and safety
- code of conduct
- IT requirements necessary for the placement (and supports available)
- any relevant policies and procedures such as confidentiality and security.

How are interns selected and matched with my organisation?

Interns will undergo a recruitment and selection process that includes the formal job application process and an interview. The UTAS Student Jobs team will conduct the screening and interview process and will then match students with suitable placements. The tasks you advise us that your intern will work on will guide the placement process to ensure you receive a suitable candidate.

Do I have to pay the intern and how much?

No. An I-PREP internship is an unpaid experience. However, you are not prevented from offering a remunerated position at the conclusion of the internship, noting that it should be at the relevant award rate. We recommend speaking to your HR Department for assistance, or you are welcome to contact us for further advice and support. In the event you would like to offer a paid internship, we can assist you to place an I-PREP intern from previous years who has been recommended by the supervisor in their unpaid placement.

What type of tasks/projects can I ask of them?

Think about how your organisation could benefit from an international, fresh perspective. Students want to work and they want to learn – so give them meaningful projects. The opportunity to learn outside the typical daily routine provides some of the most valuable knowledge. If the internship is unpaid, the intern can't replace work that a paid employee would do but they can be given an opportunity to be exposed to the workplace through making a contribution to tasks or projects. The following gives you some ideas:

- reviewing policies and procedure
- reviewing a business plan for a new initiative
- assisting with event management
- improving business processes and reporting templates.

To get the most out of the internship experience, we recommend that you involve your intern in other workplace activities such as:

- inviting them to observe a meeting and meeting protocols
- presenting at information sharing meetings with staff from different areas of the business
- allowing them to sit in on, and contribute to, a brainstorming session
- attending external meetings with stakeholders.

Is this part of an assessed unit of study?

No, I-PREP is an educative cross discipline, co-curricular work preparation program and students participate on their own initiative. Upon completion the students are eligible for recognition on their academic transcript through the Vice-Chancellor's Leadership Program. There are no supervisory assessment requirements or obligations, however you will be invited to complete an evaluation at the mid-point and the end of the internship period to assist us in the on-going improvement of the program. We would also encourage supervisors to provide a written reference letter for the intern at the completion of their studies as this will assist them to validate their experience in future job applications.

When are interns available?

The availability of each intern will be different and will take into account study programs, paid work commitments and the times of year they are living in Tasmania. When you sign up to take on an

intern, you should provide the expected timeframe and work hours of the internship, and our recruitment team will be sure to match an available intern to your project (if available).

Who owns any intellectual property created by the student?

All Intellectual Property Rights developed by the intern while the Intern is performing the internship is assigned to the host organisation immediately as created. More information on intellectual property can be found in the Internship Collaboration Agreement.

Can I have a meet and greet/interview with the intern prior to commencement?

Interns are encouraged to make contact with their host organisation and supervisor prior to starting work. This is particularly important when pre-employment tasks may need to be completed. Unfortunately we are not able to facilitate a representative from the host organisation sitting in on the interview process but we are confident that our robust recruitment process will assist us to correctly match your organisation with an intern. If you feel like a mismatch has been made we will address that immediately.

Can I have a student that is studying a specific discipline?

I-PREP interns are studying a wide range of degrees. The program is designed to give interns a broad experience in the workplace and students are not given any guarantees as to a placement in their area of study. The tasks or projects an intern will work on will be considered when matching an intern with a host organisation. Please let us know if you have any specific requirements and we will try to match you with a suitable intern. In the event you are offering a paid internship, discipline specific skills will be prioritised if these are a noted requirement of the position.

Do I have to organise a visa or work permit for the student?

No. Because the I-PREP internship is unpaid, as long as the placement abides by Fair Work Regulations and the hours stipulated in the Internship Collaboration Agreement, students do not require a work visa to complete the I-PREP internship. If you offer a student a paid position following the internship, you will need to check and ensure they have the appropriate visa to allow them to work in Australia. This usually dictates a certain number of hours they can work whilst being enrolled as a student¹. Graduate visa regulations vary.

¹ Student visa holders are permitted to work a maximum of 20 hours per week during semester and unlimited hours when their course is not in session <http://www.studytasmania.tas.gov.au/work/>