



# Internship information for employers

I-PREP

## What is I-PREP?

I-PREP allows international students and humanitarian visa holders to make a valuable contribution to Tasmanian workplaces.

The program has a number of components:

- Formal education sessions about Australian workplace culture, communication skills, and the job application process
- A merit-based recruitment and selection process to identify work-ready students
- An internship position enabling students to practically apply and improve their employability skills

## Benefits of hosting an intern

There are many benefits to hosting an international student as an intern including:

- Opportunity to identify talent
- Access to students with a youthful perspective, energy and global knowledge
- An opportunity to evaluate a potential future employee through supported recruitment, on-boarding, and performance management
- Enhanced visibility of your organisation to University of Tasmania students and graduates
- Building professional networks for your organisation and the intern
- Opportunity to deliver a virtual or blended experience
- Opportunity to develop and mentor future employees

## Benefits to students

Students benefit from acquiring hands on work experience through being able to observe and interact in the workplace, as well as explore career options and develop transferable skills.

## How it works

I-PREP internships are not remunerated, so organisations must abide by Fair Work regulations. For I-PREP this equates to a minimum of 50 hours and a maximum of 80 hours (or the equivalent of up to 10 days full-time equivalent). Any work beyond 80 hours will need to be remunerated. Students are covered by the University of Tasmania's insurance during an unpaid internship placement.



"I really enjoyed my experience hosting Suqi as an I-PREP intern. Not only was I able to support a student who wants to improve their employability skills by getting some local work experience and make a life here in Tasmania, but also I appreciated the value that Suqi contributed to our organisation"

Craig Perkins  
Chief Executive Officer & Director,  
Regional Development Australia, Tasmania

## What could an intern do during the placement?

I-PREP exposes students to Australian workplace culture. It also gives them the opportunity to develop their employability skills. Alongside involving your intern in any routine business as usual activities, such as attending meetings with other staff and stakeholders, there are a range of projects or experiences you can get your intern involved in.

While work schedules for each internship will vary, some ideas you may consider are:

- Review a process/procedure/practice
- Analysing business data to identify potential process improvements
- Assistance with event management and presentation preparation
- Completing daily business activity records and end of month reports
- Drafting marketing/social media strategies targeted at international audiences
- Reviewing a business plan for a new initiative

## What if my intern is not working out?

Supervisors will be provided with ongoing support during the period of the internship. If, at anytime you not satisfied with the arrangement, we will work with you to find a solution.