

# GRADUATE INTERNSHIP PROGRAM



[internships.eca.edu.au](https://internships.eca.edu.au)

 **ECA**  
INTERNSHIPS



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“ My experience at ECA was very good. It was very productive and I enjoyed learning the professional skills, which I have implemented in my workplace.

Dheeraj Kodamanchili

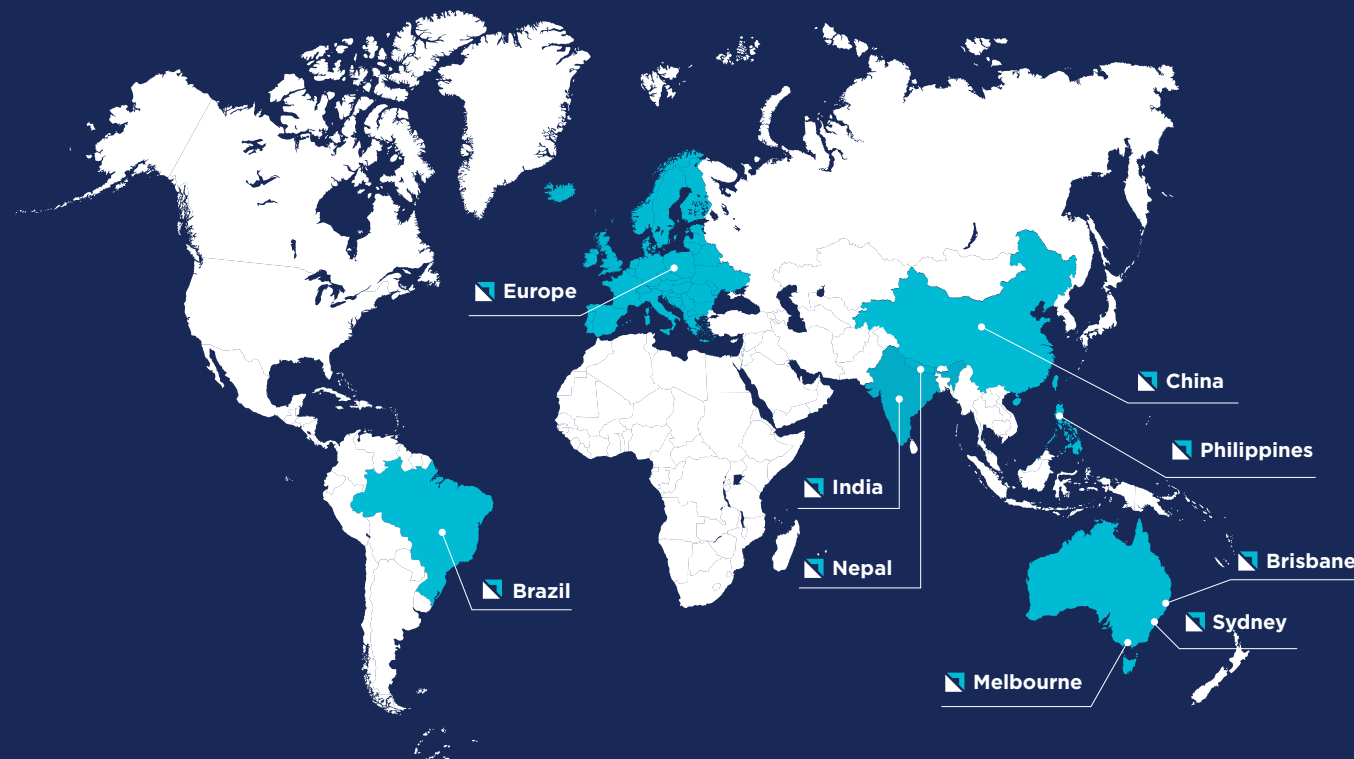


## WHY CHOOSE ECA INTERNSHIPS?

Education Centre of Australia (ECA) is a leading education provider at the forefront of Australia's Vocational and Higher Education sector. For more than a decade, we have helped tens of thousands of students from around the world transform their lives through undergraduate pathways, English language courses, postgraduate degrees and targeted internships.

Our success is underpinned by our extensive international network, robust university partnerships, and our unwavering commitment to staff and students.

### Our global presence



## ECA INTERNSHIPS VALUES GREAT PARTNERS

ECA Internships values our highly respected university and host company partners. Together, we provide students with quality learning outcomes and valuable work experience in Australia, which can be used as a springboard to a successful career in the future.

### Our ECA institutes and university partners



### Our host company partners



### Our accreditations



New students each year



Global reach across 7 regions



1,800+ internships each year



Host companies & increasing



Over 40 different nationalities



50,000+ graduates to date



# WHY AN INTERNSHIP IN AUSTRALIA IS THE PERFECT CHOICE?



260 languages and  
amazing cultural diversity



20+ years of economic  
growth



Australia is consistently ranked in the world's top 10 most liveable countries<sup>1</sup>. It is a melting pot of rich multiculturalism, with a mix of over 200 cultures, speaking more than 260 different languages, within a tolerant and safe society. Australia offers amazing cultural experiences, vibrant cities and a lively program of events, including festivals, food, sports, arts and culture.

Australia has enjoyed continuous economic growth for 20+ years with several industry sectors growing rapidly, including technology, education and

training, construction and hospitality. Australia has also been home to amazing inventions, including the black box flight recorder, polymer bank notes and Wi-Fi technology to name a few (Yes! Wi-Fi was developed by John O' Sullivan and CSIRO in 1992).

With an abundance of natural beauty, diverse cultural and historical experiences and amazing industry opportunities, an internship experience in Australia is the perfect lifestyle and career choice.



A wide range of industry  
choices



5 of the top 40 cities with the  
world's best infrastructure  
are in Australia<sup>2</sup>



A booming start-up and  
entrepreneurial nurturing  
environment

<sup>1</sup>Source: Economist Intelligence Unit – Global Liveability Index 2018.

<sup>2</sup>Mercer Quality of Living Survey 2018.



# PROGRAM COMPONENTS

## Graduate Internship Program (GIP)

Kick-start your career!

The Graduate Internship Program aims to kick-start your career by providing international exposure and an enriching experience in multicultural Australia.

An internship in Australia provides the perfect platform for you to build upon your university learning with practical experience in a diverse and thriving business community. You can put your learning into practice and explore other cultures, traditions, beliefs, languages and life experiences.

The global economy is growing smaller as travel gets easier and communication technology evolves. The geographical barriers to doing business that once existed are no longer an issue, with businesses now operating seamlessly across borders.

Recruiters advocate international industry platform exposure is vital and a major differentiator for candidates competing for top jobs. An ECA

Internship offers you the opportunity to broaden your perspective, experience cultural exchange and gain new, practical learning opportunities in your field of study. An internship will help you to stand out from the crowd.

## About the program

The Graduate Internship Program (GIP) is offered in a variety of fields of study. The program is divided into two parts - a coursework component<sup>3</sup> and a placement component. The length of the program is 15 weeks and provides an enriching experience, not only in your chosen field of study, but also through shared cultural experiences benefiting both you and the people you interact with.

This program is a vocational placement program which provides the opportunity to apply the theory and skills you have learned, while studying in a professional Australian workplace. For more details on Vocational Placements please visit [www.fairwork.gov.au](http://www.fairwork.gov.au)

## The value of an internship in Australia

- 1

Kick-start your career
- 2

International practical experience in your field of study
- 3

Let cultural exchange broaden your perspective
- 4

Statement of attainment recognised Australia-wide
- 5

Individual universal cognitive aptitude assessment

# PROGRAM OPTIONS\*

## Graduate Internship Program (Basic)

What is included in the program?

3-week online coursework component<sup>3</sup> accessible 24/7 via our learning management system

Customised skills matchmaking to location/skill set

12-week internship placement matched to your field of study

Individual Internship Training Plan

Evaluation interview

End of placement review

Individual Universal Cognitive Aptitude Assessment

Basic resume and cover letter advice

Workers insurance coverage during your entire internship term

Location choice - Sydney, Melbourne, or Brisbane

## Graduate Internship Program (Advantage)

Includes all components of the Graduate Internship Program Basic, PLUS

Mock interview preparation - prepare specifically for targeted interviews with host companies

ECA Advantage offers full end-to-end support:

Dedicated Internship Consultant Support

Visa Application Service<sup>4</sup> included (does not include Department of Home Affairs Visa fee)

Airport pick up assistance service (includes assistance with booking airport pick up to accommodation and obtaining quotes for airport pick up options)

Accommodation concierge service (includes advice on accommodation options. Costs of accommodation not included)

50% Scholarship available to for ECA's Entrepreneurial Startup Accelerated Workshop

Access to **FREE** value-added workshops and seminars

Access to **FREE** English language support courses

<sup>3</sup>Coursework component - BSBWOR501, Manage personal work priorities and professional development is provided under agreement with ECA College (RTO #45012, CRICOS provider 02644C).  
<sup>4</sup>Visa Administration Service includes a visa administration fee and visa lodgement by a registered migration agent.



# WHEN CAN I JOIN?

## Graduate Internship Program (GIP)

You can join anytime. There are no specific joining dates. You are welcome to pre-register your interest via our website and one of our Internship Consultants will connect with you to answer any questions you may have.

## How do I know if I am eligible to apply?

Pre-registering your interest via our website will help us connect with you and provide you with the next steps to check eligibility and complete a full registration [www.internships.eca.edu.au](http://www.internships.eca.edu.au)

We can also provide guidance on your visa choices (if you're applying from outside Australia - as an offshore student) to help you make an informed decision.


To be eligible for the Graduate Internship Program you must meet the following minimum requirements:

### 18-30 YEARS OLD


Aged 18 to 30 years old (inclusive)

### IELTS 6.0 OVERALL


Have an IELTS score of 6.0 overall (no band less than 6.0). PTE overall score 50+



You are either enrolled or have completed a Bachelor's or Master's Degree in the field of study chosen for your Internship (placement is matched to your field of study)



You're an Australian Citizen OR able to obtain a suitable visa (complete your pre-registration process on our website and an Internship Consultant will help you to ascertain your visa eligibility)



Be available for a minimum 3 days a week for placement



# VISA REQUIREMENTS



The ECA Internships team will check the eligibility of all internship applicants requiring a visa. Generally, the following visa categories permit an internship/vocational placement<sup>5</sup>:

- 1

Temporary Graduate Visa (subclass 485)

Allows you to live, work and study in Australia temporarily. Visa duration is between 18 months to 4 years.
- 2

Temporary Activity Visa (subclass 408)

Allows you to stay in Australia for a period that aligns with the activities you have been approved to undertake on this visa. Visa duration is up to 12 months.
- 3

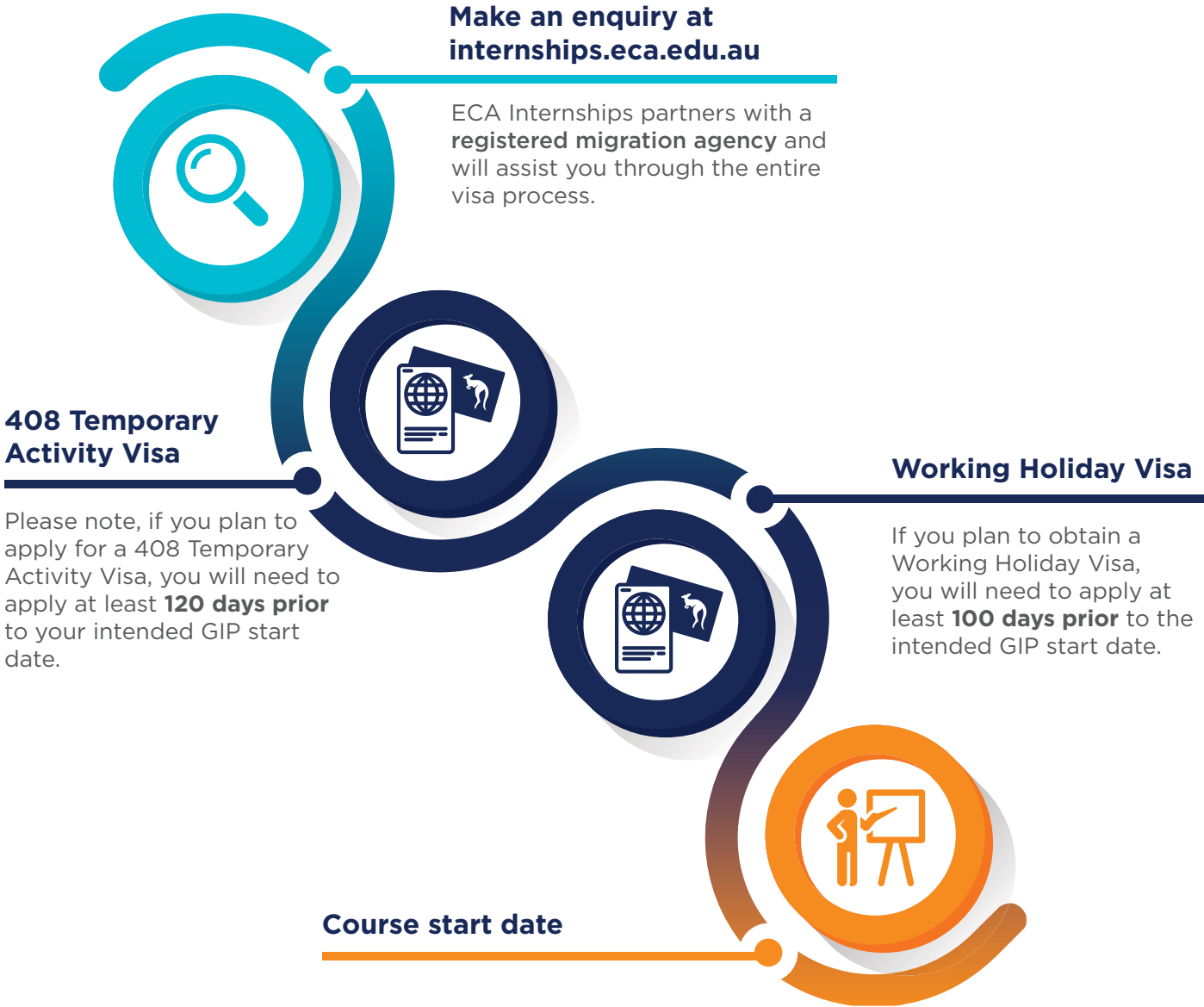
First Working Holiday Visa (subclass 417)

Allows short-term work to help pay for your holiday. Study up to 4 months is allowed.

“ My internship experience was amazing. It was great to finally get work experience in Australia. My experience at ECA was fun and professional. I learned a lot about responsibility and was able to serve the company well. **Earlvin Loong**

<sup>5</sup> Information provided may change from time to time. Please refer to the Department of Home Affairs Website for the latest updates. <https://immi.homeaffairs.gov.au/>

# PLANNING YOUR VISA LODGMENT



Timeframes may also vary on a case-by-case basis, so we recommend you go to [www.internships.eca.edu.au](http://www.internships.eca.edu.au) to get started as soon as possible!

# PROGRAM FEES

Internship fees will depend on your choice of program. Fees are inclusive of all program costs, as well as the cost of Workers Insurance for the full period of your internship.

The Graduate Internship Program (Basic) does not include visa application support services. This may be purchased as an optional extra.

The Graduate Internship Program (Advantage) does include visa application support services.

Your payment plan will include the following stages:

**For Graduate Internship Program (Basic)**

- An Application Administration Fee – This is payable once you receive and accept an offer.
- A Visa Administration Fee – This is payable only for offshore students if you select this as an optional extra.
- Placement Fee – This is payable once your placement is confirmed.

**For Graduate Internship Program (Advantage)**

- Application Administration Fee – This is payable once you receive and accept an offer.
- Placement Fee – This is payable once your placement is confirmed.

Your final fee will be determined once you complete your registration process. At this stage, you are not obliged to pay anything or proceed with an internship. The purpose of the registration process is simply to determine your eligibility and to provide you with information regarding costs for your program-specific selection.

**Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is available to eligible students. If you are interested in applying for RPL, please let us know during the registration process and we will assess your eligibility.

RPL is an assessment process used by registered training organisations in Australia to evaluate a person’s skills, knowledge and experience gained through work experience and learning. For eligible students, a credit transfer can be provided for units of competency required as part of your selected program. For more details, complete your pre-registration at [www.internships.eca.edu.au](http://www.internships.eca.edu.au) today.

**Terms and conditions**

\*For terms and conditions of the Graduate Internship Program please refer to our website [www.internships.eca.edu.au](http://www.internships.eca.edu.au)



I had the opportunity to review new software applications used in the industry and to see what practical purpose they serve. Getting practical experience is hard on your own and ECA internships made it easy.

**Rajinder Kour**





# INTERNSHIP TIMELINE

These timelines may change due to a number of factors. ECA Internships will aim to ensure elements under our control are closely monitored. Timely student responses throughout the process will also help to ensure these ideal timelines are met.

## MONTH 1

- DAY 1** Enquiry: Complete an enquiry form on [www.internships.eca.edu.au](http://www.internships.eca.edu.au)
- DAY 4** Registration: Expect a registration link to complete a detailed registration process
- DAY 6** Send in your response by day 6 or earlier for the evaluation process to begin
- DAY 11** Student offer and visa eligibility confirmation

## MONTH 2 & 3

- DAY 39** Student offer acceptance and course enrolment
- DAY 60** Pre-course activity to be completed
- DAY 60** Matchmaking and visa processing (visa in process for offshore students)
- DAY 74** Interview scheduled with company identified as best possible match
- DAY 88** Placement confirmation

## MONTH 4 & 5

- DAY 114** Course commencement
- DAY 135** Placement commencement

**DAY 219** Completion: Certification, Statement of Attainment

Note: This is an ideal timeline. Dates may vary based on information provided and visa approvals.



# MY CHECKLIST

So, now you're ready to apply, use this checklist as an easy tool to springboard into your internship and kick-start your career!

ACTIVITY	BY WHEN	CHECK
I have completed an enquiry form at <a href="http://www.internships.eca.edu.au">www.internships.eca.edu.au</a>	DAY 1	<input type="checkbox"/>
I have received a registration link and completed the registration process	DAY 6	<input type="checkbox"/>
I have checked my registered email address and have received an offer	DAY 11	<input type="checkbox"/>
I have reviewed and accepted the offer and completed my enrolment	DAY 39	<input type="checkbox"/>
I have started to look into flights and accommodation (if you have selected GIP Advantage, connect with your Internship Consultant for assistance)	DAY 40	<input type="checkbox"/>
I have completed my pre-course activity	DAY 60	<input type="checkbox"/>
I have checked my visa approval status (for students needing visa assistance only)	DAY 90	<input type="checkbox"/>
I have received confirmation from my Internship Consultant to book my flight and accommodation arrangements	DAY 100	<input type="checkbox"/>
I have commenced coursework online	DAY 114	<input type="checkbox"/>
Time to fly to Australia!	DAY 125 - 130	<input type="checkbox"/>
I have successfully completed my coursework and am ready to start my internship experience	DAY 135	<input type="checkbox"/>



## SUCCESS STORIES



YU-CHI HUANG



Taiwan



Finance/Accounting Intern at  
ECA Internships

### My early years

Hi, I'm Yu- Chi Huang. I was born and brought up in Xindian District, Taiwan. Growing up in Taiwan has been fantastic and I have fond memories of Taiwanese food, warmth and people's friendliness. As a young student, I have always wanted to travel overseas and explore the world.



### Choosing to come to Australia

After completing my Bachelor of Statistics in Taiwan, I decided to pursue further studies in Australia. I lived in Australia for one year on a working holiday and I really liked the environment and nature.

In terms of benefits, firstly I saw my English improve and I enjoyed the diverse global community in Melbourne. Secondly, I can see a lot of opportunities in Australia as long as I have specific skills and qualifications, such as Accounting.

### Life as an intern in Melbourne, Australia

I have travelled to most of the major cities in Australia and I have found Melbourne to be full of historical buildings and several cultural events which I have enjoyed a lot. I would certainly say it's the most liveable city in the world.

I have learnt both theoretical and practical accounting in my university and internship experience through ECA. It has helped improve my understanding of the real work environment and has helped increase my confidence in my accounting skills.

As a student and an intern in Melbourne, one of my favourite places is the National Gallery of Victoria that hosts a wide range of international and local artists, exhibitions and events - everything from contemporary art to historical exhibitions. I always like to immerse myself in the cultural and artistic environment.







### My internship experience at Seen Technologies

Seen Technologies is a leading provider of place-based communication and display solutions as well as digital signage, 3D holograms and 3D print technology. In addition, the company has deep experience in running large scale digital signage networks for retailers and property developers worldwide. The entire team at Seen Technologies are from different countries and cultural backgrounds. The team members are extremely professional, always friendly and helpful.

My supervisor is a CPA and has extensive experience in management and financial accounting both in Australia and China. She is full of passion for teaching and has guided me well through my internship.

The focus of my internship has been utilising Zoho and getting an understanding of how transactions are recorded as well as audit inventory controls and management. Learning how to review and analyse a profit and loss statement and use this analysis to forecast budgets for the upcoming year. I have also learnt how to analyse international freight costs, duty and tax-related components of logistics. Finally, I have also had exposure to the reconciliation of entities and balance sheet integrity.



### My tips for interns

- 1 Learn as much as you can. An internship is your best learning opportunity.
- 2 Always ask questions. There is no stupid question.
- 3 Stay positive while encountering any tough situation - take challenges positively.

### From internship to employment

My ECA internship experience allowed me to put my theoretical knowledge of accounting into practice at Seen Technologies. I have gained a deeper insight into how companies operate and I've learnt problem-solving skills that I have found to be extremely important in the workplace. An internship allows you to gain insight into your soft skill competency areas as well. My confidence has grown and I was lucky to be offered an accounting role at Seen Technologies after my internship.



I have learnt how to deal with issues and challenges and I have learnt problem-solving skills that I have found to be extremely important in the workplace. An internship allows you to gain insight into your soft skill competency areas as well.





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**Sydney Campus**

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**Melbourne Campus**

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