

# Host Company Fact Sheet

Let Navitas Professional tailor a solution to your business' resourcing and professional development needs.

## What is Work Integrated Learning (WIL)?

Navitas Professional supports the National Work Integrated Learning (WIL) Strategy - designed to increase and encourage WIL opportunities in the Australian workplace; recognising the benefits to students, employers, universities and the economy.

WIL is a term given to an activity or program that integrates academic learning with its application in the workplace. Some of our interns are currently undertaking tertiary studies and some have graduated and are pursuing professional development training.

## How does this program benefit my organisation?

There are no costs for partnering with Navitas Professional and accepting an intern into your organisation.

The internship is an unpaid placement and interns are insured by Navitas Professional so there is no risk or financial expense to your organisation.

Many of our interns are bilingual; their linguistic skills and overseas experience can be of enormous benefit to organisations with a global footprint and an international workforce.

## What is required of my business?

Navitas Professional manages the placement of interns who will make a positive contribution to your workplace. All that is required of your business is to provide a safe learning environment. Interns will need to be assigned a mentor from your organisation who will provide them with relevant authentic work, based on the agreed training plan.



## Eligibility of participants

Navitas Professional is responsible for ensuring that all participants have the legal right to work in Australia. Participants are assessed by our team and relevant professional bodies to confirm that they have recently studied in their

field and are competent to undertake an internship. All interns who are non-native English speakers have met requirements for competent English as described by the Department of Home Affairs.

## Benefits of Work Integrated Learning and Internships

For Participants	For Employers
<ul style="list-style-type: none"> <li>• Increased employment outcomes</li> <li>• Increased understanding of application of theoretical knowledge to a 'real work experience'</li> <li>• Increased soft skills such as confidence, communication, team-building, and leadership skills</li> <li>• Increased understanding of workplace culture</li> </ul>	<ul style="list-style-type: none"> <li>• Work-ready graduates to undertake authentic workplace projects</li> <li>• Identification of future talent</li> <li>• Improvement of corporate image</li> <li>• Develop new skills within your business with fresh ideas from recent graduates</li> <li>• Contribution to your industry and community</li> <li>• Provision to assess current staff in a mentor/managerial position</li> </ul>

# What is the process for taking an intern?

1. A Navitas Professional representative will visit your organisation to discuss the training process.
2. With your assistance, we will put together an internship agreement and training plan that includes key dates, roles and responsibilities of all involved parties.
3. A Navitas Professional Internship Placement Coordinator will review the resumes of potential interns and provide you with a short-list of candidates.
4. Your organisation interviews the candidates and selects an intern.
5. The candidate starts their internship with your organisation, in accordance with the internship agreement and training plan.
6. Navitas Professional's Internship Placement Coordinators will monitor the intern's progress and provide you and the intern with any support needed.
7. At the end of the internship our Internship Placement Coordinators will conduct an end review to obtain a full debrief and check in to see if we can be of further assistance.

There is no expectation that your organisation will hire the intern and no obligation or fees due to Navitas Professional.

## What field of study do interns come from?

Navitas Professional sources internship placements for participants from a range of areas including, but not limited to:

- Accounting
- Architecture
- Banking
- Biological Research
- Business Administration
- Charities
- Customer Service
- Energy
- Engineering
- Environmental Science
- Event Management
- Finance
- Graphic Design
- Human Resources
- Information Technology
- Logistics
- Manufacturing
- Market Research
- Marketing
- Public Relations
- Sales
- Telecommunications

## Do interns have full work rights in Australia?

All our interns have the right to undertake an internship within Australia.

## Are unpaid work placements lawful?

Yes, under the Fair Work Act (2009) an unpaid work placement is lawful as long as:

- there is no entitlement to pay for the work the student undertakes.
- the placement is a requirement of an education or training course.
- the institution delivering the course which provides for the placement is authorised to do so.

For more information visit [navitas-professional.edu.au/unpaid-internships](http://navitas-professional.edu.au/unpaid-internships)

## Are interns guaranteed?

All of our interns are selected to ensure the most suitable match to your organisation. Your organisation interviews and selects the intern you believe is most suited to the placement your organisation is offering.

## Are interns insured?

Yes, our interns are covered by Group Personal Accident Insurance.

## How long is an internship placement?

Most Navitas Professional internship placements are 12 weeks, full-time or part-time.

Internships undertaken as part of a university degree are flexible and negotiated on a case by case basis.



## Is it possible to have more than one intern?

Yes, depending on the size of the organisation and the resources to train and mentor the intern.

## Can we employ the intern after the internship?

Yes, the decision is yours once they have completed the internship. We don't charge any fees if you wish to employ the intern.

**Contact us to discuss industry engagement opportunities, the benefits of WIL and internships**  
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[navitas-professional.edu.au/industry-partners](http://navitas-professional.edu.au/industry-partners)

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