

INTERNS IN INDUSTRY

Connecting Deakin students with local businesses

2021



Business Information Session

<https://www.deakin.edu.au/students/faculties/buslaw/wil-programs/interns-in-industry>

Deakin University CRICOS Provider Code: 00113B



Housekeeping

- We understand that virtual sessions can be challenging if technology doesn't behave.
- If you can put your camera on, that is great. But if not, don't worry – we are happy you are here.
- Please keep your microphone on mute until you are ready to speak.
- Any questions – please put them in the 'chat' function of the zoom meeting. We will address these we promise.
- We offer you all a virtual cup of coffee/tea and some yummy snacks.
- We will email this presentation to you after the session.
- Thank you all for coming. Your interest in our program is very much appreciated!



Agenda

- Welcome
 - Whitehorse City Council, Maroondah City Council, Knox City Council
 - Deakin Business School
- What is Interns in Industry?
- Business requirements
- Placement examples
- FAQs
- Key dates
- Next steps
- Questions



Welcome and Introduction

Whitehorse City Council

Jacqueline Sgro
Alex Kaszubski

Deakin Business School

Senaya Krishnan
Wayne Read
Rebecca Plant

Maroondah City Council

Andrew Binks

Businesses

Welcome to 40+ business representatives from various industries within the Eastern-region.

Knox City Council

Rachel Culpitt
Natasha Bishop



What is Interns in Industry?

Interns in Industry is an annual program, occurring between July and September, where we match students with a local eastern-region business to complete an internship for credit toward their degree.

This prestigious program sees Deakin Business School (DBS) collaborate with three city councils: Whitehorse, Knox and Maroondah. Running for over ten years, Interns in Industry has provided a great learning experience for many Deakin students, and excellent industry engagement for local business.

Students usually complete a placement between 100-120 hours (dependent on project requirements) with an allocated business. Internship days are flexible (negotiated between the businesses and the students).

The program concludes with a networking awards event for participating businesses and students.



Business Requirements

- A registered business with at least 5 or more employees.
- The ability to provide meaningful and professional work duties for students - duties can be undertaken flexibly and must amount to at least 100 hours and no more than 120 hours during the internship period.
- Appropriate supervision of the student, including the ability to provide mentoring and constructive feedback to the student intern.
- A suitable and safe working environment - both remote and on-site internships will be considered where a Covid-safe plan is provided.
- *Your role as a host will be subject to student availability and meeting our Health and Safety requirements. Deakin, Whitehorse, Knox and Maroondah City Councils may choose not to progress with a business application, if the above business requirements are not met.



Placement Examples

FINANCIAL PLANNING INTERNSHIP

- Assist the team in delivering wealth advisory services
- Assist the private client advisors with client work
- Fund enquiry and conducting research
- Support planner in preparing statements of advice
- Assist planner with implementation process and file checking/compliance
- Assist in the development of a financial planning strategy with Financial Adviser

MARKETING AND BUSINESS DEVELOPMENT INTERNSHIP

- Develop a Strategic Marketing plan
- Collect relevant data and/or conduct market research
- Event management and planning
- Develop an online marketing/communications plan
- Attend media and creative planning meetings and WIP's (work in progress), staff planning meetings and presentations
- Research competitor and market position and use this to draft papers on the external environment.
- Develop and implement strategy and tasks to increase brand awareness.

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HUMAN RESOURCES INTERNSHIP

- Day-to-day administrative support to the HR Advisor and HR Director
- Point of contact for HR related queries and promptly assist with resolution
- New employee on boarding processes (permanent) Examples: Prepare & distribute employment contracts, notifications to IT & Finance, 'new starter' packs etc.
- Employee separation processes
- Preparation of casual / freelance contracts and related processes as required
- Assist Payroll in maintenance of files and ensure audit compliance
- Assist with the development of position descriptions
- Assist with the recruitment process i.e. interviews and inductions
- Manage interface between HR and Payroll
- Examples: salary increases, change of job titles, probation completions & extensions
- Liaise with and support the Payroll team as required.





Placement Examples

PROPERTY AND REAL ESTATE

- Gaining an understanding of Residential property management functions
- Assisting Inspections/open houses
- Generating Conditions reports and vacate reports
- Managing landlord and tenant relationships
- Conducting house inspections of rental properties
- Performing market appraisal's for sale and rental properties
- Performing market appraisal's for rental properties
- Assisting with advertising and creating signage
- Participating in vendor meetings and recording vendor feedback
- Undertaking sales training
- Database management
- Overview of reception and handling customer enquiries
- Assisting the property management team and general administration tasks.

INFORMATION SYSTEMS/BUSINESS ANALYTICS

- Work with IT staff to scope core requirements of projects and develop plans
- Develop/enhance organisation's website and mobile platforms : e.g., customise CRM system with integrated email and SMS support.
- Develop and review information management systems – including customer data and electronic file management
- Streamline digital processes
- Marketing analytics – source and interpret market data for business use
- Basic troubleshooting and support services of enterprise systems such as ERP, HR, Payroll and DC systems.



FAQs

How are businesses selected to be involved?

Participating Councils will be connecting businesses with Deakin, via an application form detailing information about the business, the internships available and health and safety. This information will be reviewed by the academic team to ensure the opportunity meets the program requirements.

What kind of work will the businesses provide the students?

Businesses are encouraged to provide a combination of meaningful project-based work and ongoing tasks and responsibilities for the students, which are relevant to their area of study. Businesses must provide a quality learning environment and treat the student as they would any new employee, with tasks and expectations equal to their level of experience.

Disciplines include accounting, banking and finance, business analytics and information systems, economics, financial planning, human resources and recruitment, marketing and event management, property and real estate, supply chain management and a range of other business areas.



FAQs

How will the right student be selected for my business?

So far, we have received (insert number) student applications. Deakin will check each student for eligibility, and students studying appropriate disciplines will be made available to be interviewed by you at the 'speed matching' interview session. Businesses will be able to preference their top candidates, and Deakin will match according to both business and student requirements.

Are there any expenses for businesses to participate?

There are no participation fees or expenses for businesses.

What if businesses need support?

Council representatives will liaise with participating businesses during the internship to offer ongoing support as required. If you have any concerns regarding student welfare, please contact Deakin.

Are businesses required to report on student progress?

Each student will ask their supervisor to complete an evaluation towards the end of the program. At the beginning of the internship, businesses are encouraged to set out a schedule with the students.



FAQs

Can the student/s work from home?

Deakin supports a blended model of working on site and working from home, in conjunction with what is best for the business and student.

On site internships will be supported if the business has a current Covid-safe plan in place, which is provided to Deakin for review prior to program commencement.

Can anything be done to protect the confidentiality of business information?

Students can be requested to sign a confidentiality agreement if a business believes this is necessary. An example agreement is available from DBS upon request.

Deakin will also address the importance of confidentiality and intellectual property rights as part of the students induction, prior to commencing the internship.



FAQs

Will the students be insured?

All registered students taking part in an unpaid placement will be covered by Deakin University's Insurance Policy. Where a student is undertaking a paid internship, the host must ensure the student is covered under its insurance policies.

Further information regarding the insurance cover may be requested by emailing bl-wil@deakin.edu.au.

Can you tell me more about the Covid-safe plan?

Vic Govt Covid-safe plan template:

<https://www.coronavirus.vic.gov.au/covidsafe-plan#creating-a-covidsafe-plan>

Key sections include – physical distancing, face coverings, hygiene practices, record keeping, workforce bubbles and training and education.



Important Dates

Event	Date
Applications open	17 March, 2021
Applications close	28 April, 2021
Speed matching interviews	28 May, 2021
Confirmation of placements	11 June, 2021
Student Induction	12 July, 2021
Internships commence	12 July, 2021
Awards event and final internship date	28 Sept., 2021

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Speed matching event

Businesses will get the opportunity to host 'multi-mini' interviews with interested students.

Student Induction

Deakin will host a student induction session to ensure that all students are prepared for their internship experience.

Awards event

We look forward to celebrating the successes at the completion of the program.



Next Steps

Apply via:

<https://www.deakin.edu.au/students/faculties/buslaw/wil-programs/interns-in-industry>

Applications close: 28 April.

Internship opportunities will be reviewed.

If successful, speed mini-interviews will take place 28 May.

Matched with student intern 11 June.

Students to begin 12 July.



Questions

Please unmute your microphone or use the 'raise hand' function to ask a question. We are also happy to take questions via the 'chat' function.

If you think of something after this session, please get in touch with your local council, or email the team at Deakin (bl-wil@deakin.edu.au). We are happy to help.

Thank you all for your time, and your interest in Interns in Industry.

