



Virtual Professional Internship Program

As the world moves to a different way of working, our Virtual Professional Internship Program offers you the opportunity to gain valuable work experience with a real company from anywhere in Australia. A virtual internship is a great way to start your career, build your skills and work on real projects in a virtual professional setting under the supervision of your mentor.

Ready/grad



I like Readygrad because they professionally dealt my placement case, they have given me the opportunity to excel and enhance my skills in a real work environment. I had two interviews for placements in two different companies. Both were great organisations to do internships with. I would say, without proper guidance of the consultant, it would have been hard to secure internship. I am thankful and appreciative of the work dedication of my consultant. I would recommend this program, as you will have a real-life experience of an organisation and its culture. You will have opportunities to learn new skills and you will have increase chances of securing a permanent job.

Abid



Opportunity

Work with a host company anywhere in Australia



Connected

Plug into host company digital platforms



Growing

Virtual mentoring & management via video



Included

Stay connected via team and individual meetings with your mentor



Supported

More Readygrad touch points to support your experience



Contribute

Work on real company task and learn how a business works



Solutions

Apply you knowledge to solve business challenges

Get the Edge with our Virtual Internship Program

From here and now, to where you want to be. A virtual internship can help you reach your full potential by:

- / Helping you stand out as a recent graduate or young professional
- / Making you more employable through skills development and experience
- / Providing real, relevant experience to put on your resume
- / Giving you an opportunity to trial the career you want
- / Allowing you to apply what you studied in university to a real workplace
- / Development of your communication skills and confidence
- / Giving you the chance to learn how a business works
- / Building your professional business networks
- / Matching you with a mentor to guide you and offer advice
- / Providing the opportunity to gain references and endorsement

“

An internship really gets your foot in the door. Now I have much needed local experience, my professional network has grown and my confidence received a boost. I was also offered a contract.

Benjamin

”



The internship gave me knowledge, confidence, a positive attitude and built my technical and soft skills. Readygrad fully supported and prepared me to become confident and successful.

Abegail



I would like to recommend a placement to my friends because it is a great platform to get hands-on experience with different kind of skills.

Sweta



During the internship, I became braver and stronger. Living in a foreign country, I had to step out of my comfort zone and integrate.

Emma

Virtual Professional Internship Program

- / Do a genuine internship from anywhere in Australia
- / Engage with real Australian host companies
- / Consultation with a dedicated Readygrad consultant
- / Resume workshop and interview preparation
- / Virtual interviews with host companies
- / Completion of Readygrad WHS checklist
- / Selection and Training Agreement
- / Internships are 12 weeks, 3-5 days per week
- / Digital connections to systems & collaboration tools
- / Equipment supplied by you or the host company
- / Ongoing consultations for support and check-ins
- / On-boarding & supervision by your mentor
- / Support & oversight by your Readygrad consultant
- / Safer and more convenient – no commuting required
- / Contains a Nationally recognised Unit of Competency*
- / Obtain a Statement of Attainment*
- / Insurance covered by Readygrad

Readygrad supports you all the way to ensure your internship is successful

1. We ensure that you complete your virtual operating environment checklist
2. We match you to the right internship opportunities
3. We agree learning objectives with you & the host mentor
4. We set regular touchpoints to ensure your learning objectives are being met
5. We intervene to resolve any issues if you experience problems with your host company

Readygrad's

Internship Statistics

How Readygrad's internship program is rated by its graduates

87%

say this program made a difference in getting a job



98%

rated their Placement Consultant's friendliness and professionalism 'Outstanding', 'Very Good' or 'Good'

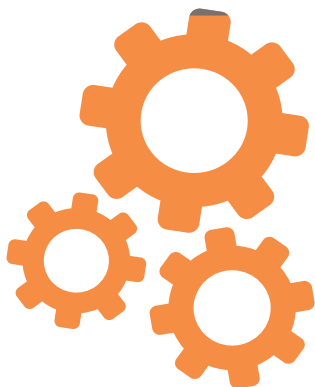


97%

of Readygrad interns developed the essential skills to help them find work



Skills Readygrad interns gain



98%

- / improved their ability to build a network
- / improved their professional communication skills
- / improved their understanding of the Australian workplace

1 in 3

of host companies intended to offer their intern an ongoing role



2.6
months

is the average time that takes a Readygrad intern to find work after completing their internship



1 in 3

students were offered a position with the Host Company after completing their internship

Course Overview

Course name	Virtual Professional Internship Program
Learning outcomes	<p>The learning outcomes for this program include the development of skills and knowledge:</p> <ul style="list-style-type: none">/ To work within organisational requirements/ To work as part of a team/ To develop effective virtual work habits <p>In order to achieve these learning outcomes students will have the opportunity to observe, contribute to and participate in business meetings virtually, read relevant organisational documents, practise professional communication and writing skills, establish workplace relationships and expand understanding of the application of legislation in the workplace.</p>
Course duration	<p>16 week[†] program incorporating BSBOPS201 - Work effectively in business environments, including:</p> <ul style="list-style-type: none">/ 4 week pre-placement preparation including resume coaching, interview workshops and interviews/ 12 week Work Integrated Learning placement
Course hours	20 hours self-directed learning, 274 – 456 hours work placement.
Course days	3 – 5 days per week during business hours. The number of days required is based on the student's background, experience and needs.
Mode of delivery	Virtual internship with online learning components
States of delivery	Sydney, Melbourne & Brisbane
Assessments	<p>The Professional Internship Program includes a number of assessment activities and a project portfolio that complement your internship experience and help you consolidate your learning. You must successfully complete all of the assessment activities and the portfolio in order to complete the program.</p> <ul style="list-style-type: none">/ A business overview, structure, legal rights & responsibilities, policies & procedures, and workplace safety/ Work place communication/ Team tasks/ Work and personal priorities/ Workplace presentation
Certification	<p>Upon successful completion of the program students will receive:</p> <ul style="list-style-type: none">/ A nationally recognised Statement of Attainment for BSBOPS201 – Work effectively in business/ A Readygrad Certificate of Completion for the Professional Internship Program

FAQs

How does a virtual internship compare with a in office internship?

Virtual internships deliver the same value as traditional face-to-face programs, and provide several benefits over their in-person counterparts like being able to join a host company from anywhere in Australia. More and more employers are expecting candidates to have experience with various technology and communication platforms, so a virtual internship is a great way to get experience at this new way of working.

Is the preparation period compulsory for the internship program?

Yes. The preparation period is designed to ensure you are thoroughly prepared for your interview with the host company. The preparation will ensure you present well to your potential employer and have the best outcome following the internship program.

Can I choose my host company?

Using our expertise, having matched hundreds of students to the right internship placement to date, we will find the most suitable internship opportunity for you. You will be matched to a host company that best aligns with your training needs, level of relevant experience and professional goals. We do the hard work, you don't need to choose.

Am I able to contact my consultant during my internship?

Yes, of course. Our expert Placement Consultants are here to support you for the entirety of your Professional Internship Program. Should you have any questions throughout your internship, simply call or email your Placement Consultant.

Is the internship paid or unpaid?

The internship is unpaid. As this is a vocational placement you won't be considered an employee. The internship is a training program in the best classroom you can get – the real working environment. Our role is to ensure that your internship is an equitable arrangement with the host company delivering meaningful learning outcomes and experience. As such, the provision of a proper internship program involves a significant investment in resources and time by the host company.

Is there an opportunity for employment at the end of my internship?

While we do not guarantee employment, on average 1 in 3 students are offered employment with their host company following their internship.

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Servicing Sydney | Melbourne | Adelaide | Perth | Brisbane

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*The Professional Internship Program is a structured program focusing on providing employment readiness skills. It contains a Nationally recognised Unit of Competency BSBOPS201 - Work effectively in business environments, delivered by Readygrad Pty Ltd (RTO 45724). Students will obtain a Statement of Attainment for BSBOPS201 - Work effectively in business environments issued by Readygrad once all training and assessment has been competently achieved.