

internoptions

Hi and congratulations on applying for your Sydney/ Melbourne Internship with Intern Options. This document contains information on things like flights, insurance, visa application, accommodation, arrival in Australia and much more.

Although all of this can seem quite daunting being across the other side of the world, rest assured that the Intern Options team will be with you every step.

With all our staff having lived and worked in Australia or New Zealand we know what we're talking about so use us as much as you want.

In this document we will cover:

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Your Point of Contact

You will probably already have Jon's contact details at Intern Options but here they are just in case:

Work phone: 0207 353 7699 (+44 207 353 7699)

Email: info@internoptions.com

Feel free to call Jon any time if you have questions or concerns about your internship or Australia in general. Jon often speaks to parents about any concerns or questions they have so please pass these details on to your parents to contact Jon any time if they wish.

Internship Offer Process

Your application is now in Australia being processed and you will soon receive an email from our partner company - Sydney Internships. This email will confirm the details of your application.

From here we will be talking to companies in Sydney or Melbourne about an internship position for you. This can take anywhere from 2-4 months to find and negotiate you a placement but often sooner than this.

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Once we have sat down with a company and designed a position for you, we will send through a company profile and internship details.

The next step will be to set up a phone interview with the company and yourself at your convenience. We will send you a tips sheet for phone interviews but this interview is nothing to worry about. Australian companies are generally very relaxed and it will be more of a chat on the phone than a formal interview.

However if you have any concerns about this please give Jon a call and he can talk you through it and answer any of your questions.

Flights to Australia

We do not recommend you book and pay for a flight to Australia until your internship has been confirmed and signed off.

Have a look at the article below for further information:

Flights to Australia & New Zealand

<http://www.internoptions.com/flights>

Finding Travel Insurance

We have a useful article on our Blog that will talk you through this area as many people find it difficult when looking at travel insurance:

Travel Insurance - Where do I Start?

<http://www.internoptions.com/insurance>

You will need to ensure that your travel insurance policy is comprehensive and includes the following:

- Personal liability
- Medical
- Accident
- Travel

The policy must insure the intern on an indemnity basis for death and personal injury, physical or mental illness, public liability for an amount regarding any one event of not less than AU\$2million, hospital cover and transportation to the interns country of residence.

Australian Working Holiday Visa (417)

** Please note that while every effort has been made to ensure the accuracy of the information below, it is your responsibility to check with Australian Immigration at the time you apply. Any questions you can email Australian Immigration in London at London.cc@dfat.gov.au*

You do not need to apply for this until your placement has been confirmed. Applying for the Australian WHV is quite simple and is done online; you just register on the website and fill in the online form. It usually takes between 24 and 48 hours to be approved and is issued to you electronically.

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Make sure you have a read of the general information on the WHV (417) as you will need to bring proof that you have sufficient funds to support yourself while in Australia. This can be a print out of your bank account or your parents with a supporting letter that they are willing to support you to the amount of... whatever it is.

Australia doesn't actually stipulate an amount you will need to prove on their site, so it is more common sense but nothing to worry about. You have a return flight so you **don't** need to show you have the funds to cover this and then an amount to cover your living costs and they will be happy.

If you are worried about this give me a call and we can talk through it.

General Information on the Australian Working Holiday Visa (417)

<http://www.immi.gov.au/visitors/working-holiday/417/>

Applying (click on start your application at the bottom of page):

http://www.immi.gov.au/e_visas/visitors-outside-whm-visa-options.htm

Australian Bank Account

We help you set up an Australian bank account which does not cost you anything to set up. We do this through one of Australia's largest banks who have a UK office.

Once you have your flights booked or know your departure date we will set you up your free bank account one to two months before you depart. This gives you time to transfer money into Australian dollars before you leave if you wish.

Accommodation in Sydney

While accommodation is not included in the programme cost, we can help you find accommodation so this is confirmed before you get to Sydney/ Melbourne. We do not do this ourselves, but can co-ordinate it for you.

Alternatively you can book your own accommodation for when you arrive and view the properties when you are in Sydney or Melbourne. The best website we have found for reviewing and booking hostels in Australia is www.hostelworld.com many hostels you can book your own room in the hostel.

There are a number of options for you in Sydney ranging home stay accommodation, apartment accommodation or a shared house.

The prices of this range from A\$160 to A\$420 per week depending on what you are looking for.

The other option is that you book into a hostel for when you arrive and find accommodation when you are in Sydney and have your bearings. For shorter internships of 10-16 weeks this is not always practical.

We will contact you closer to when your placement is being confirmed so that we know where you will be working and can find you accommodation near this area if you wish.

If you have any questions on accommodation, costs etc please don't hesitate to contact us and we can answer these for you.

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Mobile Phones in Australia

You can use your mobile in Australia, however this will be very expensive. If you want to take your phone with you, make sure you have contacted your provider to make sure they have activated roaming for you. Many students/ graduates use their home mobile when they first arrive and pick up an Australian SIM card or Australian mobile when in Australia.

Below are some links for you to look at with information on Australian mobiles, pay as you go and contract phones:

This is a good site to compare all the deals:

<http://mobile-phones.smh.com.au/MobilePhones>

Vodafone Australia

<http://www.vodafone.com.au/personal/index.htm>

3 Mobile Australia

<http://www.three.com.au/>

Telstra Australia

<http://www.telstra.com.au/>

Virgin Mobile Australia

<http://www.virginmobile.com.au>

Optus Mobile Australia

http://www.optus.com.au/home/index.html?action=nav_personal_mobilephones

Tips for Phone Interviews

These are some tips for the phone interview you will have for your Sydney/ Melbourne internship. When we say a phone interview, it is really more of a chat on the phone, so nothing to be worried about. The company has already seen your CV and like it, so this is more of a phone call. On the call it is your opportunity to talk through what kind of experience you are looking to get and for the company to talk through what kind of work they will have for you.

So some tips to help you out and to make sure you make the best impression with the company:

Remember to smile while you're speaking so the interviewer will receive a positive impression.

Remember to sell the employer on **your ability and personality**

Show that you have a knowledge of their company (RESEARCH ON THE INTERNET)

Ensure that you leave the employer with the impression that you're **enthusiastic and you want this position** with this establishment

Use good voice tone, diction and grammar - **SPEAK CONFIDENTLY/ CLEARLY and SLOWLY**

Act confident, friendly and well-prepared - **Have your resume in front of you** so that you have a point of reference.

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Because it is a telephone interview, the interviewer will not be able to see if you are nodding your head in approval etc so ensure that you are vocal and that you are **responsive to everything that the interviewer is asking**.

Ensure that you use **EXAMPLES** when answering questions - Demonstrating your abilities gives you the opportunity to stand out in the crowd. Ask yourself, "What **skills or attitudes does the Interviewer want and how can I demonstrate them**" Use examples of the work that you have done, your customer service, your general hospitality and work skills and qualities..... Use these experiences to demonstrate to the employer that you are very capable and will be a fantastic asset to them.

A few questions to ask:

1. What time do I start work?
2. What is the dress code?

THANK THE INTERVIEWER FOR THEIR TIME

This information covers the major questions/ concerns that our interns have once they have made the decision to embark on a placement in Australia. If you do have any further questions or anything here is not clear just let us know.

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