



Exclusive Work and Internship Opportunity for APC, APTT and English Unlimited Students

ABOUT THIS OPPORTUNITY

We are seeking two Spanish or Portuguese-speaking candidates to be selected to undertake unpaid work experience opportunities (10-15 hours per week, Monday to Friday for 8-12 weeks).

At the successful completion of the program at least one candidate may be given the opportunity to be employed at APC¹ or EU², and after a qualifying period, sponsored for full-time employment under an Employment Nomination Scheme (856) or Business visa (457), conditional on the candidate meeting all DIAC and APC/EU employment conditions and obligations.

THE REQUIREMENTS

This offer is exclusive to APC, APTT³ and EU students only (currently enrolled or completed within the last 3 months) who meet the following criteria:

1. Completed at least 12 weeks of APC/EU Upper-Intermediate English Language Program (General English or Business English) or IELTS 6.5 or equivalent and
2. APC/APTT Diploma with a result of at least 75% or more in all subjects or
3. APC Certificate III in Business, Marketing, IT, Tourism (or higher) and a Bachelors Degree in Business Studies or Marketing from an Australian University (or equivalent).

1. AUSTRALIAN PACIFIC COLLEGE
 2. ENGLISH UNLIMITED
 3. AUSTRALIAN PACIFIC TRAVEL & TOURISM

The Internships will be available predominantly in Student Services - please refer to the attached Internship Application Form.

EXAMPLE INTERNSHIP STRUCTURE

Weeks	
1-2	Induction
3-4	Managing information skills including meeting attendance, minutes, database, filing, referencing, security and privacy.
5-8	Workplace communication skills and customer service including email, website, public documents protocol, student surveys and data analysis.
9-12	Business processes including reporting and compliance, dashboard and scorecards.

INTERESTED?

If you would like to register, please use the attached Internship Application Form and submit by **5.00pm** Australian Eastern Standard Time (AEST), **2nd December 2011** with a current resume/CV in English and your APC/APTT/EU student number.

Please note that you will also have to successfully complete an in-person interview to be selected for this program.



**AUSTRALIAN PACIFIC COLLEGE - DEDICATED TO QUALITY, EQUITY AND ADVANCEMENT
FOR MORE INFORMATION PHONE +61 2 9251 7000 OR VISIT WWW.APC.EDU.AU**