



Dream Internship

Internship Proposal Template

Prepared For	Prepared By
Interns Name	Dream Internship
M:	M: +61 414 978 683
E: internsname@gmail.com	E: info@dreaminternship.com.au
Date / Semester: Summer 201	
Selected Program / Activity Name: Dream Internship - Premium w Mentoring	
Field: Accounting	
Conditions: Non Refundable Application Fee and following Program Fee. DIA will assist in max 3 internship applications in addition to the entire program.	
Delivery Method: Orientation, Mentoring Program, Internship Placement, Follow-up, De-brief, Handbook	
Location: Sydney	
Award: Certificate of Achievement	
Trainer: Dream Internship and Sydney Internship Host Company	

Outline of this Proposal

1. Packages & Fees
2. Explanations
3. Mentoring Program Outline
4. General Comments

ALL internships are un-paid unless otherwise is specified.

Paid internships come at an additional charge of \$500.

International internships inbound to Australia from another country is an additional charge of \$1000 to the candidate.

Immigration services is an additional charge of \$600 to the candidate.

1. a. Packages & Fees (On shore in Australia)

Program details

There are four programs available for selection by students that are already in Australia. These include the:

1. Basic Internship Program
2. Premium Internship & Mentoring Program
3. Ultimate Internship Program
4. Platinum Internship & Mentoring program

Basic	Premium	Ultimate	Platinum
\$1500	\$1500 +1000 = \$2500	\$1800	\$1800+\$1000 = \$2800
\$250 Appl \$1250 on Offer	\$250 Appl \$1000 on Acceptance \$1250 on Offer	\$250 Appl \$1550 on Offer	\$250 Appl \$1000 on Acceptance \$1550 on Offer
Mentoring Program is \$1000 for up to 6 months.			

The four programs above include an additional fee of \$1000 for students that are not in Australia on application.

1. b. Packages and Fees (International Inbound to Australia)

Basic International	Premium International	Ultimate International	Platinum International
\$2500	\$2500 +1000 = \$3500	\$2800	\$2800+\$1000 = \$3800
\$250 Appl \$1250 on Offer	\$250 Appl \$1000 on Acceptance \$2250 on Offer	\$250 Appl \$2550 on Offer	\$250 Appl \$1000 on Acceptance \$2550 on Offer
Mentoring Program is \$1000 for up to 6 months. Internships are \$1000 more for inbound than local.			

Inclusions	Basic	Premium	Ultimate	Platinum
Up to 3 months	✓			
Up to 3 months w/ mentoring program (✓		
3 - 6 months			✓	
3 - 6 months w/ mentoring program				✓
Assessment of Application (+ resume, cover letter, visa, transcripts)	✓	✓	✓	✓
Introductory mentoring session valued at \$150	✓	✓	✓	✓
Internship Placement (assistance*)	✓	✓	✓	✓
Orientation Session	✓	✓	✓	✓
Intervention ***	✓	✓	✓	✓
De-Brief ****	✓	✓	✓	✓
Certificate of Participation	✓	✓	✓	✓
Mentoring Program		✓		✓
60 min phone time weekly for 3 months		✓		✓
60 min phone time weekly for 6 months				✓
3 e-mails weekly for 3 months		✓		
3 e-mails weekly for 6 months				✓
Resume and Cover Letter Workshop		✓		✓
Online Profiles		✓		✓
Networking Events		✓		✓
Monthly mentoring sessions for 3 months		✓		
Monthly mentoring sessions for 6 months				✓
Mentoring session with a professional councilor or business advisor		✓		✓
DISC Profile (4hours)		✓		✓
Review of Vision Statement				✓
Review of Elevator Speech		✓		✓

What is the difference between the programs?

The Premium Internship program will help students to boost their resume and take their career in the right direction as they will obtain relevant work experience in an Australian organisation. The Platinum Internship & Mentoring program is the only completely customised career development program for international students in Australia. In addition to the benefits of the Premium Internship program, students will also receive one-on-one coaching and mentoring to ensure that the student:

- Will make the most of their work experience opportunity.
- Will become aware of their strengths and weaknesses and develop strategies to stand out as a potential candidate for future roles.
- Can understand the key insights and techniques to mastering the skills of resume writing, interview skills and networking to use for the rest of their careers.
- Can prepare the student for examinations such as IELTS through customised consultations.

Testimonials

“I’m doing an internship program with Dream Internship to find the career I desire in Australia. Sophia and my mentors have helped me reach many of my goals. I have attended many workshops to reach my ambitious goals...It’s great to have someone other than my family care about my future...”

(Faheem)

“I have previously sent out almost 100 job applications and only got a few interviews. Then I realised this is not the best way to get a job. The mentoring course helped me realise what I have to do, how to do it, and actually getting it done.”

(Hari)

“I feel like I have gained a skill that I can use in the future as well as allowing me to be more marketable. I have also improved my communication skills over the course of this internship. Speaking with clients regularly via telephone and email along with meeting them has helped me to bring my communication skills to a better level.” **(Katie)**

Program Fees

Basic Internship Program (\$1500) - 3 months

\$250 application fee + \$1250 program fee (\$1250 payable upon finding internship)

Premium Internship program (\$2500) - 3 months / w mentoring

\$250 application fee + \$1250 program fee + \$1000 mentoring program (\$1000 payable on program commencement and \$1250 payable on acceptance of internship offer)

Ultimate Internship Program (\$1800) - 6 months

\$250 application fee + \$1550 program fee (\$1550 payable on program commencement)

Platinum Internship & Mentoring program (\$2800) - 6 months w mentoring

\$250 application fee + \$2550 program fee (\$2550 payable on program commencement, and \$1550 payable of acceptance of internship offer)

Program Fees INTERNATIONAL INBOUND

Basic Internship Program (\$2500) - 3 months

\$250 application fee + \$2250 program fee (\$2550 payable upon acceptance of internship offer)

Premium Internship Program (\$3500) - 3 months / w mentoring

\$250 application fee + \$2250 program fee + \$1000 mentoring program (\$1000 payable on program commencement)

Ultimate Internship Program (\$2800) - 6 months

\$250 application fee + \$2550 program fee (\$2550 payable on program commencement)

Platinum Internship & Mentoring program (\$3800) - 6 months w mentoring

\$250 application fee + \$2550 program fee (\$1000 payable on program commencement, \$1550 payable on acceptance of internship offer)

* Program commencement may also mean when offer is accepted.

2. Explanations

* Assistance in attaining 8 weeks to 6 months project-based internship placement in a Sydney organisation related to the student's area of study and career interest.

** Students will be required to sign an agreement stating the hours and behaviours appropriate for their internship. Each intern is required to submit a weekly journal of 100 words as well as a testimonial and evaluation form on completion of the program and internship if applicable.

*** Intervention in the event of any difficulties the student or workplace may experience.

**** Internship de-brief session/interview at conclusion of the experience.

Next Steps

Register interest by emailing info@dreaminternship.com.au with your resume and transcript and organise a consultation with one of our Directors to assess your needs and find out more about the program.

3. Outline of Mentoring Program

Week	Focus
1	Vision, Framework, Business Model
2	Goals, Profile, Preparation
3	Elevator, Interview
4	Behavior, DISC
5	Communication, Perception, Relationships
6	Networking Skills
7	Summary, Implementation

A shorter version is available for independent candidates that prefer to only attend the first 45 minute session each week. This can also be offered through a webinar. If candidates select this option, they will have to prepare all the tasks from one week to the next. If all tasks are not completed week by week, the candidate will be dismissed from the program at no refund.

General Comments

Orientation

DIA will hold an internship orientation, covering workplace practices in Australia, visa requirements, workplace skills, appropriate dress and behaviour for the internship, and the internship process. A handbook will be emailed to each student prior to arrival/orientation and is expected to be read and brought to this orientation session.

Placement

There is currently a high level required for any jobs, internships and contracts in Australia, the competition is fierce. In this regard, our Host Companies are often requesting direct applications from applicants/candidates. This means that no Host Company will take interns that are not submitting applications directed to the specific company. Therefore, DIA are also changing and accommodating. DIA will now help all candidates/students prepare all the necessary documentation for submission to the company. A DIA representative will meet with the student in person or online and help with the preparation of the required documents. DIA will ensure that the documents are at a high level. To be clear, **DIA are not promising an internship or work assignment**. What we can promise is to help to get the internship or assignment by supporting the candidate closely. The DIA representative will be available by phone, email and Skype throughout the application process and during the possible placement.

- The candidate and the DIA representative will meet regularly to assure all documents are prepared in time.

Students should be realistic about their role in the office, as appropriate to their skills and experience. Students should also understand that reasonable standards of dress will be required, possibly meaning purchase of a suit, lab coat, field gear etc as appropriate.

Monitoring

DIA will happily take an active role in the intern's progress including visiting the office and telephone/email support. At a minimum, student's must submit the journal mentioned above so that progress can be monitored and to encourage early resolution of any settling in issues. However, the intern is expected to take responsibility for their own learning. They must look at how to organise their internship, take advantage of the situation and learn from the opportunities presented to them, all which is covered in the orientation session.

The intern must understand that the Host Company as well as DIA is committed to give them an educational experience of a life time, a stepping stone between student and work life in an international environment, and must therefore show the same commitment in return.

A De-brief will be offered to individual students, over the phone, or in groups on completion of their internship. Either way, the intern must part take in a de-brief. This is to the best for the intern as it prepares them for what to expect post the internship, assists in how to improve their resumes and use the contacts and experience they have made in Australia, and also on how to approach work life.

Visas

Interns must have a valid work or student visa and must send a copy of this to DIA prior to commencing the internship program.

Insurance

The intern is liable to take out compulsory health and travel insurance to cover them throughout the entire internship. If applicable, the interns may also have to take out personal liability insurance. The insurance must be provided a minimum of 7 days prior to commencing the internship (the sooner the better). Insurance papers should be sent to your internship coordinator and to the Host Company supervisor. Interns should also keep an electronic copy for themselves.

Certificate of Achievement

Students will receive a non-credit bearing Certificate of Achievement on successful completion of their internship. This certificate will be awarded by Dream Internship as well as the Company the intern has worked for. The Certificate will include number of hours or weeks worked in conjunction with references by both the company and Dream Internship. Credit bearing Certificates will be handled by the student's university.

Celebration

Dream Internship encourages all interns to celebrate their wins and achievements. This celebration may be part of the de-brief or will be discussed at the orientation in line with the interns goals!

Acceptance of Dream Internship Program

Prepared For	Prepared By
Interns Name	Dream Internship
M:	M: +61 414 978 683
E: internsname@gmail.com	E: info@dreaminternship.com.au
Date / Semester: Summer 2012	
Selected Program / Activity Name: Dream Internship - Premium w Mentoring	

I, **Interns Name**, accept this proposal from Dream Internship - Australia:

I authorise Dream Internship to commence the preparation for the delivery of the above service so as to meet the above starting date and to invoice me for the amount of **AU\$250**

Non-refundable Application Fee and then Either one of the following packages:

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\$1500	\$1500 +1000 = \$2500	\$1800	\$1800+\$1000 = \$2800
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I accept Dream Internship's cancellation and rescheduling policy, which states that:

1. Any cancellation in less than twenty (20) days' written notice prior to commencement date / delivery date will be invoiced at 100%.
2. Cancellation in writing between twenty (20) and sixty (60) days prior to the commencement date / delivery date will be invoiced at 50% of the total cost excluding the application fee.

3. Cancellations in writing more than sixty (60) days prior to the commencement date / delivery date will incur no fee.
4. Cancellations in writing more than sixty (60) days will incur no cancellation fee.
5. Twenty (20) days' notice will be required to reschedule an accepted program without rescheduling fees being applied.
6. Rescheduling requests less than twenty (20) days' notice prior to commencement date / delivery date incurs a \$200 rescheduling fee.
7. Please note that the non-refundable Application Fee of \$250 is paid prior to sourcing and is not refundable at any time.
8. Please be advised that the cancellation and rescheduling policy refers to the start date on the day of the first orientation session several weeks before the internship may start.
9. This Proposal is valid till 2014.

Name: Signature: Date:, 2013

10 reasons you will love a Dream Internship Program

1. Real Work Experience Guaranteed

There are many articles in the papers these days on the lack of graduate jobs. What better way to get an edge on your resume or to find your way into the right industry than through DIA?! We are internship experts and have connections and networks all over the world.

2. Personal Development – Grow Into a Successful Person!

Meaningful work experience can play an important role in personal development, particularly when this experience is in an international setting. By working with professionals you get to experience their work practices and learn how to prepare yourself for the market you are about to enter.

3. Learn from Professionals - they are who you strive to be!

Our interns will be surrounded by successful people with years of experience within their field who have plenty of knowledge to teach them.

4. Gain Cultural Understanding – Open Your Mind!

Working in another country as an intern requires understanding of the culture. While living and learning in another society, interns discover how to do a job and adapt to a different working environment. Interns also learn how others see them as foreigners and learn how to communicate better.

5. Refine Your Language Skills – Improve Every Day!

Some interns may also be refining their foreign language skills. Communicating in a foreign language or cultural environment at the workplace is certainly one of the most challenging parts of working abroad. You become very comfortable in a language when immersed in it every day and your level of English will quickly improve.

6. Adapt to a Different Working Environment – Learn what it's like!

Host Companies understand & consider non-native speakers and will have a certain level of patience. Colleagues will be excited to have someone from another country working with them & will want their company to make a good impression. Interns will also be expected to do their absolute best to understand the office culture they are immersed in.

7. Learn Your Strengths and Weaknesses in the Workplace

While trying out the Australian work environment, our interns will quickly learn their strengths and weaknesses - Traits which will be very helpful to know in future job interviews and life in general.

8. Set and Meet Expectations – Reach Your Goals!

At the beginning of the internship we will help you set some goals for your internship and follow up on these throughout your journey.

9. Make Future Professional and Personal Contacts – Priceless!

While gaining invaluable experience working as a professional, interns will make professional and personal contacts for the future. Our experience is lasting networks.

10. Immediate and Flexible Commencement – Start Today!