



## **Facts Sheet Sydney Internships**

### **Nature of Internships in Sydney**

Australia has the most multi-lingual workforce in the AsiaPacific region due to the fact that it is home to citizens from over 200 countries. It also has one of the strongest economies in the world. As a result, the competition for internships is highly competitive. It is imperative for students to provide CAPA with the highest quality application and supporting materials that we can use to promote their skills and experiences. This includes not only their application and supporting documents, but for specific industry areas, portfolios and writing samples.

It is also of utmost importance that interns have realistic expectations about the feasibility and appropriateness of the placement they wish to secure. CAPA ensures that placements are meaningful, developmental and appropriate for each and every student based on their level of skills, abilities, and aspirations in their selected industry areas.

### **Enrollment Criteria**

To participate in the Sydney Internship program the student must be in the 2<sup>nd</sup> semester of their Sophomore year or above in University and carrying a GPA of 2.5 or higher. Applicants with GPAs lower than this will be reviewed by CAPA's academic management in order to assess their suitability for the CSP.

Any student from a non-majority English speaking country will be required to pass a language test.

Application: Students must submit the following documents; a completed experiential application form, up to date resume, a generic cover letter, one academic and one professional reference, university transcripts, a police background check, two passport size photos and any university department requirements - for specific majors (If applicable).

### **Internship Framework**

CAPA offers 3 and 6 credit internships. However, CAPA does not promote internships that are less than 20 hours per week. The internship experience is supported by an academic course called 'Learning Through Internships'.

### **Internship Process**

- **70 Days prior to program start date:** All Experiential Application material must be submitted to CAPA's Boston staff.
- **60 Days prior to program start date:** All Experiential Application material must be submitted to CAPA London internship staff.
- **14 Days prior to program start date:** CAPA makes every effort to provide students with Position Descriptions outlining their potential placement. On rare occasions these documents may not be available and the student will receive details during their in-country orientation.

- **Mandatory Internship Orientations:** Internship orientations will typically be delivered within the first 72 hours of arrival in to London. Orientations MUST take place within 1 week of arrival.
- **Internship Interviews:** Following the mandatory internship orientation, Interviews will be arranged to take place within the next 5 business working days. Historically CSP arrives on a Wednesday and interviews are arranged for the Monday of the following week, with classes commencing from Tuesday. (Custom programs may have tailored interview dates to align with their independent program structures)
- **Internship Start Dates:** Interns are required to officially start with their host sites as soon as possible following their interview. This is to ensure they can reach their required internship hours targets.

*\*Please note that an increasing number of internship sites are requesting Skype interviews to take place prior to the student's arrival in to country. CAPA Boston staff shall be informed of these requests and interns shall be supported in preparing for this interview.*

### **Helpful Links and Resources**

#### **CAPA Documents and Links:**

- <http://www.capa.org/sydney>
- [CAPA World Blog - Internships](#)
- [CAPA Sydney Handbook](#)
- [CAPA Sydney Internships Handbook](#)
- [Learning Through Internships Syllabus](#)

#### **Application Documents:**

- [How to Write a Resume](#)
- [How to Write a Cover Letter](#)
- [Police Background Check FAQ](#)