



SYDNEY SAMPLE INTERNSHIP LIST ACCOUNTING AND FINANCE

INDUSTRY DESCRIPTION

Accountancy internships are highly sought after in Sydney and as such, many accountancy firms will have established graduate recruitment schemes. However, CAPA has been able to build relationships with organisations and departments that provide excellent opportunities for students seeking to develop their skills in the finance and accounting industries. Students should have strong analytical skills and a good attention to detail and should be able to demonstrate relevant academic modules or coursework. It is also advantageous to highlight previous extracurricular activities or vocational experiences related to this industry.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Bradfield Bentley	The executive team at Bradfield Bentley has created a unique offering of advice and potential solutions to those facing financial distress. They work closely with financial institutions and industry professionals to identify, assess and find resolutions to a wide range of distressed situations. Bradfield Bentley values innovation, integrity and excellent service, and above all, respects the needs and aspirations of our clients. We believe that the basis for creating successful outcomes for our clients is to act early and quickly to gain a clear understanding of the problems they are facing and to deliver not only a clear diagnosis, but more importantly a range of potential options and solutions going forward.
Nectar Partners	Nectar Partner's mission is to unlock the undercapitalised potential of the Asia-Pacific region by matching the right entrepreneurs with the right investors. Driftwood Capital enables early and growth stage companies to not only realise but also maximise their potential – from seed stage through to IPO and far beyond. By working with their trusted network of leading private and institutional investors and hedge funds, they have access to investors with the acumen to make prompt investment decisions on pre-IPO opportunities.
FIRSTUNITY	FIRSTUNITY is a boutique financial advisory firm providing bespoke wealth management services to affluent individuals, families and not-for-profits. FIRST UNITY as a financial group is in the unique position of being able to combine significant experience, networks, relationships and opportunities in an objective manner to meet the requirements of our clients.

<p>Horizon Wealth Management</p>	<p>Horizon Wealth Management assists individuals in the efficient management of their personal wealth, helping them to become financially independent. Industry expertise and personalized approach provide the basis for a successful partnership with their clients. Clients are typically Professionals, Executives, Entrepreneurs and Retirees. Clients seek assistance to both grow their assets and earn sufficient investment income to fund their future lifestyle in retirement. Horizon Wealth Management makes decisions for its clients based on the highest probability of achieving the desired outcome with the least amount of risk.</p>
<p>Novotel Sydney Central</p>	<p>Novotel Sydney Central is a luxury hotel located in the Sydney Central Business District. The location, façade and foundation of Novotel Sydney Central is steeped in Australian history and has been offering its owners, lodgers and residents restful accommodation and a gateway to Sydney’s premium produce for over 120 years. Reasons to stay include its proximity to Sydney attractions, modern guestrooms, superior service and great Sydney accommodation deals.</p>
<p>Sebel Resort & Spa Hawkesbury</p>	<p>The Sebel Resort & Spa Hawkesbury Valley is the only 4.5 star hotel located in the historic town of Windsor in the foothills of the Blue Mountains. The resort includes 105 beautifully appointed rooms and suites and is the ideal choice for conferences, weddings, romantic weekends away or time out with the children.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Financial Research – Creating Reports – Database Management – Social Media Development – Office Administration – Payroll – Bookkeeping – Revenue Reconciliation – Sales Ledger Accounts

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) – Numerical Competence – Information Gathering – Teamwork – Generating Reports – Interaction and Liaison skills – Problem Solving – Business Acumen & Commercial Awareness



SYDNEY SAMPLE INTERNSHIP LIST ADVERTISING

INDUSTRY DESCRIPTION

The Advertising industry in Sydney is extremely competitive and can be a tough industry to break into. Students who are applying for an internship in Advertising should have excellent written and oral communication skills, experience with various social media platforms and demonstrable interest in the advertising industry. Students should also have a creative mind, a good eye for design and should attach a portfolio with to evidence their skills and abilities. The Advertising industry can be a fast-paced environment and students may be required to handle multiple tasks simultaneously so it is important to be able to prioritise workloads and be able to work effectively under pressure. It is helpful to have previous administrative experience, creative flair, the ability to research across a variety of mediums and to feel comfortable when presenting to others.

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think creative & print	think creative & print is a full service agency offering creative, digital and print services to clients across a diverse range of industries. Services include creative, digital, print management, promotional items, direct mailers, electronic direct mail, advertising, outdoor media, copy writing and proof reading, storage and distribution, photography, and CDs and DVDs.
Havas Worldwide	Havas Worldwide is committed to being the most future-focused global ideas agency. They invest every day in becoming more agile, more collaborative, and more digitally innovative. They know that the best way to thrive in rapidly changing markets is to get out there ahead of everyone else. Getting to the Future First is their vision—and it is the promise they make to every client in every category and every market.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Advertising, Marketing & PR campaigns - Market Research - Creating Press Releases - Proof Reading - Database Management - Visual Branding and Design - Graphic Production - Social Media Development - Office Administration - Competitor Analysis - Client Services

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

**Effective Communication (Speaking, Writing & Listening) – Networking – Identifying Creative Ideas –
Researching – Presenting and Reporting – Teamwork – Promoting and Selling – Interaction and Liaison skills
– Artistic Awareness – Computer Skills – Website Development**



SYDNEY SAMPLE INTERNSHIP LIST ARCHITECTURE AND DESIGN

INDUSTRY DESCRIPTION

As this is a very specific industry area, it is typical for architectural organisations to allocate Internship placements to full time graduates. The industry is competitive and candidates seeking part time internships must be able to show relevant academic, extracurricular or related vocational experience. Placements in structural architecture firms are limited but for the right candidates placements within the broader industry can be possible. Applicants should feel comfortable when presenting, have excellent communication skills and would be most competitive if they have relevant IT knowledge.

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Leffler Simes	Founded in 1968 Leffler Simes has developed a reputation as leading retail architects providing high quality design solutions incorporating a committed approach and attitude to planning design and documentation with solidly formed principals in technology and construction to ensure performance suitability functional integrity and economic viability.
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Design Briefs – Installation Techniques – Administration – Technical Drawing – Social Media – CAD – Research – Design Layout – Surveys – Construction Observations – Urban Planning & Design – Planning applications

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Drawing Skills – Information Gathering – Presenting – Teamwork – IT Technical Skills CAD, Photoshop – Planning Processing – Communications – Mathematics – Spatial Awareness



SYDNEY SAMPLE INTERNSHIP LIST COSMETICS AND BEAUTY

INDUSTRY DESCRIPTION:

Sydney is known as an up-and-comer in the glamour, beauty, and fashion worlds. Students will need to be adaptable, have a good degree of flexibility and be open to a range of tasks on site. Please note as most beauty sites are retail-based, some evening and weekend hours may be required.

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<p>Jet. Set. Go.</p>	<p>A new concept in hair & beauty grooming in the style of London & New York: Jet. Set. Go. conveniently located in the heart of the Sydney CBD. The concept of the Jet. Set. Go. is a walk-in walk-out beauty bar offering a range of services such as eyebrow threading, semi permanent, lash extensions, manicures, pedicures, blow dries, facials, and more.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Marketing & PR campaigns - Product Placement – Press releases – Press coverage reports - Trade Shows - Social Media Development - Office Administration - Client Services – Merchandising - Sales

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) – Networking – Identifying Creative Ideas – Information Gathering – Teamwork – Promoting and Selling – Interaction and Liaison skills – Business Acumen & Commercial Awareness



SYDNEY SAMPLE INTERNSHIP LIST BROADCAST MEDIA

INDUSTRY DESCRIPTION

Students who are applying for an internship in Broadcast Media should have strong written and oral communication skills and should also demonstrate good attention to detail, the ability to multi-task and to be able to work to deadlines. Students should also be familiar with a range of social media platforms and it is advantageous to have experience in audio production and editing. Previous experience is desirable (although not always essential) and candidates should include detailed information about their media skills (eg. Final Cut Pro, Avid Media Composer etc) and also a link to a showreel, portfolio, or any published online content in their application documents.

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99.3 Northside Radio	Northside Broadcasting Co-operative (2NSB) is a community radio station based in Chatswood Sydney. It operates on the FM99.3 frequency and is referred to as the North Shore's FM99.3 on-air and for business purposes. The station began broadcasting in May 1983 from a pepper-corn rent house in East Chatswood transmitting to the 'North Shore' - an area that covers the Willoughby Lane Cove North Sydney Mosman and Ku-ring-gai Council areas. The station is funded by listener donations and sponsorship from local businesses across Sydney's North Shore and greater Sydney area.
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities develop over time and throughout internship placements. Projects may include but are not limited to:

Research - Production & Post-Production – Editing, Formatting & Uploading Content – Social Media Development –Assisting on Live Shoots - Pitch Preparation & Presentation To Prospective Clients – General Office Administration & Support

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills include, but are not limited to:

Effective Communication – Planning & Organisation – Accuracy - Research & Information Gathering – Team Work – Professional Networks & Contacts – Time Management – Evaluation – Media Production & Post-Production – Business Development



SYDNEY SAMPLE INTERNSHIP LIST BUSINESS

INDUSTRY DESCRIPTION

Our economy is strong and diverse, infrastructure is reliable and the lifestyle is second to none. What better choice for businesses than to open in Sydney? It isn't just a thriving commercial centre, Sydney also a global city. The capital of the State of New South Wales (NSW), Sydney is ideally positioned as the gateway to Australia and the Asia Pacific. Applicants that are seeking business placements should have good communication skills and be confident in prioritising workloads and working towards deadlines in a busy, often fast-paced environment and working both independently and in group settings. A student's academic background and prior work experience will play a key role in determining the type of placement opportunities available. Students should indicate in their application if there is a particular field/area of business that they are interested in and also if they have a preference for small, start-up businesses or more established companies.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

BIS Shrapnel	BIS Shrapnel is Australia's leading provider of industry research analysis and forecasting services. They help their clients to better understand the markets in which they operate through reliable and detailed market data analysis of developments and drivers and thoroughly researched forecasts. BIS Shrapnel's goal is to provide businesses with the information required to make the best possible decisions. They are a completely independent firm with no vested interests of any kind in any of the industry sectors and markets which they research and forecast.
City Commercial Properties	City Commercial has a dominant presence in all property service sectors in Sydney which is not due to their size but to the unique approach they take with our clients and their properties. At every stage of the process, from the development of the marketing plan to completion of the sale, clients experience the highest levels of professionalism and a truly personalized service. City Commercial's primary focus is commercial sales and leasing in the Eastern Suburbs, City Fringe, Inner West, and the Lower North Shore. These sales have included shopping centers, office buildings, strata offices, retail investments, and development sites.

<p>Drinks Association</p>	<p>In 1897 a small group of liquor merchants met in Sydney to form the Wine and Spirit Association of NSW. The association has undergone various name changes over the years and in December 2012 the Association restructured and became the Drinks Association. The Drinks Association specialises in information and services and strive to be the preeminent supplier of high quality products and services to the Australian Drinks Industry. The Association is nationalised and has become a services-driven organisation to meet the industry's basic needs for credit information, licensing, industrial representation and information on Government.</p>
<p>helloworld</p>	<p>helloworld has been creating lasting travel memories for more than forty years through the Harvey World Travel, Jetset Travel, Travelworld and Travelscene American Express brands.</p> <p>Their mission is to offer Australian travelers unparalleled convenience, industry-leading service and the best value, tailor-made holidays.</p> <p>helloworld lets you plan your trip when and how you want, through their nationwide network of independently owned and operated stores, comprehensive website and friendly and helpful call centre.</p>
<p>NSW Business Chamber</p>	<p>NSW Business Chamber is an independent member-based company, founded in 1885. Since that time they have worked with thousands of businesses, from owner-operators to large corporates to connect them with the information, people and advice they need to make sound business decisions. On behalf of their members, they actively represent the concerns of business at all levels of government as the iVoice of Industry and can provide information on the regulatory and legislative environment, codes of practice, economic and industry statistics and publications.</p>
<p>Shoeboxed</p>	<p>Shoeboxed is a web-based start-up who provides receipt and business card scanner for small businesses. Shoeboxed simplifies vital business tasks like expense reporting accounting tax prep and contact management. How? By digitizing paper documents unlocking the data trapped on them and organizing everything neatly in a secure online account.</p>
<p>The Centre for Volunteering</p>	<p>The Centre for Volunteering is the peak body in NSW promoting and supporting volunteering and community participation. The Centre for Volunteering includes Volunteering NSW - the service-delivery arm and the School of Volunteer Management, a registered training organisation. The Centre connects people and organisations through referral training, resource development, information and education services to help people get involved in their communities and enhance the capacity and skills of not-for-profit organisations, corporations, and government to become involved in the community.</p>

Wynbox	Wynbox is a dynamic technology based business pioneering eCommerce. Their system is a revolutionary new patented concept that creates a strong buying incentive without the need to discount. Their specialities include online advertising and product sales, product and brand exposure, and consumer engagement.
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Sales – Commercial Research – Client Presentations – Social Media – Creation of Marketing Materials – Developing Reports – Office Administration – Drafting Business Documents – Database Management – Event Coordination

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Identifying Solutions – Information Gathering – Presenting – Teamwork – IT Technical Skills – Interaction and Liaison skills – Networking – Communications – Business Acumen – Commercial Awareness – Project Leadership – Problem Solving – Analytical Skills – Time Management



SYDNEY SAMPLE INTERNSHIP LIST COMMUNITY OUTREACH

INDUSTRY DESCRIPTION

Community Outreach is often meant to fill in the gap in the services provided by mainstream (often, governmental) services, and is often carried out by non-profit, nongovernmental organizations. There are many projects and organisations in Sydney that seek to reach out and provide advice, services and support in their local communities. Students applying to work in Community Outreach should have good communication and interpersonal skills and should be prepared for a combination of hands-on support and vital administration. Applicants should provide examples of any previous work experience in either non-profit or community outreach and details of any specialist skills or areas of interest.

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Exodus Foundation	The Exodus Foundation exists to meet the immediate material emotional and spiritual needs of disadvantaged and marginalised people. It seeks to empower young Australians through education and literacy and so protect them against the prospect of future unemployment and homelessness. The Exodus Foundation's acclaimed education programme based on teaching methods developed in conjunction with Macquarie University has assisted the lives of hundreds of students at the Exodus Foundation's Ashfield Tutorial School for the past 10 years.
OzHarvest	OzHarvest is a non-denominational charity that rescues excess food which would otherwise be discarded. This excess food is distributed to charities supporting the vulnerable in Sydney Canberra Newcastle and Adelaide. Currently in Sydney OzHarvest delivers 150 000 meals per month with a fleet of 7 vans. Australia wide OzHarvest delivers 180 000 meals per month with a fleet of 11 vans. OzHarvest provides this service at no cost to food donors and recipients.
Oasis Youth Support	Oasis is The Salvation Army's (a Christian Charity) response to youth homelessness and disadvantage literally saving shattered young lives every day in Sydney. With more than 20 innovative uplifting services Oasis offers outreach accommodation and specialist intervention to help disconnected young people to get back on their feet and begin turning their lives around.

<p>Police Citizens Youth Club (PCYC)</p>	<p>PCYC is Australia’s leading youth development organisation with 59 Clubs and approximately 85 000 members throughout NSW. They create fun & safe environments where young people can develop new friendships, build fitness, develop teamwork, and express their creativity. Once known as the Police Boys Club, PCYC facilities today are a centre for fun, fitness, & friendship where young people can enjoy a wide range of sports arts and recreational activities in a safe environment.</p>
<p>The Salvation Army Streetlevel Mission</p>	<p>The Salvation Army is a Protestant Christian church known for its extensive philanthropy and charity work. The Salvation Army began in Australia in 1880 and has grown in leaps and bounds. Today services offered by the Salvation Army are wide-ranging and diverse and there is a strong focus on serving the needs of disadvantaged people in the community. The services provided at the Streetlevel mission include emergency assistance, no interest loan scheme, Centrelink, Homeless Person's Legal Service, a cafe, foodmarket, lockers, and showers.</p>

POTENTIAL PROJECT OPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Research – Event Coordination & Support – Community Interaction & Engagement – Writing Press Releases – Office Administration – Finance & Accounts – Media Production – Social Media Development – Volunteer Coordination – Online Content Production & Editing – Mentoring and Support

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication – Research – Time Management – Mentoring & Support – Community Engagement – Presenting & Reporting – Teamwork – Problem Solving – Networking – Planning & Organisation



CAPA Sydney Sample Internship List – Education & Training

INDUSTRY DESCRIPTION

Placements in Education for Training are available in a range of different areas and age groups. CAPA work with schools, special education schools and training providers to offer a diverse range of placement opportunities and applicants should specify in their application if there is particular age group or area in which they are seeking an internship. Applicants should demonstrate strong numeracy and literacy skills, excellent communication and interpersonal skills and be comfortable working with both children and adults in an educational environment. They should include details of any relevant coursework and previous work experience in their application materials.

EXAMPLES OF PAST PLACEMENTS

The following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All placements are dependent on each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Moore Park Early Learning Centre	<p>Moore Park Children's Early Learning Centre is a private long day care service with two locations in Waterloo only 150 metres apart. Located just minutes from the city, the centre boasts five large separate classrooms and two separate outdoor play areas with permanent play gyms, sandpits and outdoor equipment. Rooms cater to specific age groups with Zero to Two Years - Bilbies and Joeys - Two to Three Years - Possums and Koalas and finally Preschool - Three to Five Years - Wombats and Wallabies. The Centre prides itself on its successful school readiness program. Both centres implement an emergent curriculum which allows for fantastic learning experiences to be offered in a structured yet spontaneous environment.</p>
Public Education Foundation	<p>The Public Education Foundation (PEF) is a not-for-profit charity dedicated to providing life-changing scholarships to young people in public education. The Foundation works in collaboration with schools, communities, business, and government to support students to achieve their full potential at public schools, while enhancing the value and reputation of public school education. They operate from a simple principle that there many young people in public education who could achieve more in a whole range of fields if they were given just a little help; and there are just as many people who would like to help but don't know how.</p>
St. George School	<p>St. George School for Specific Purposes specialises in the provision of educational services for students with high support needs. Specifically, the school caters for children whose primary disability is physical. All students have intellectual disability as a</p>

	<p>secondary problem and many have visual and auditory impairments and medical problems. Our school prides itself in being at the cutting edge of special educational provision for students with severe and multiple disabilities. The school aims to develop Individualised Educational Programs which are tailor-made to meet the individual needs of each student. In maximising the potential of each student the school places special emphasis on the development of students' physical and communication skills. Our school continues to investigate and trial better ways of delivering educational services and maintains prominence in the use of 'best practice' in Special Education.</p>
TriSkills	<p>TriSkills Australia Pty Ltd was established in 1990 out of a vision to provide high quality programs in Physical Education that have learning enjoyment and achievement as their foundation for success. They now have teams of instructors with safe and motivating equipment in Sydney, Melbourne, and Adelaide who also travel into regional Australia.</p>
Wairoa	<p>Wairoa is a New South Wales Department of Education school, which caters for students with intellectual disabilities in the 4 - 18 years age group. Wairoa has been established approximately 40 years and consists of ten classes and has a very dedicated and committed staff who work closely with parents in order to provide an appropriate education in a positive school environment for the development of each student.</p>
Willow Cottage	<p>Willow Cottage Early Learning Centre offers high quality Child Care in a home like environment. They provide a premium leave of service offering nutritious meals, nappies and high quality education programs. They are committed to high quality standards in a loving and warm environment. Willow Cottage operates with a higher number of staff and higher qualified staff than are required by the Department of Community Services.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities are dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Creating Lesson Plans - Office Administration - Breakfast & Afternoon Clubs - Playground Support - Individual Student Support - Holiday Camps - SEN Support - Classroom Support - Behavioural Support

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills - Teamwork – Organisation – Research – Presentation – Mentoring & Leadership – Planning – Accuracy & Attention to Detail



Sydney Sample Internship List – Environmental

Industry Description

Environmental internship placements can take shape in many forms. Placement tasks and duties may vary and locations may differ from office settings to exposure of the outdoor elements. In all of these placement areas, the hosts will request that applicants can demonstrate prior academic or related field experience and it will be essential that interns are flexible towards a wide range of duties and tasks.

Examples of Past Placements (Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed placement locations. All internship & service learning placements are dependent upon each individual’s application documents, prior experiences, demonstrated skills and their aspirations and goals.)

Lane Cove National Park	Lane Cove National Park occupies a bush land valley in Northern Metropolitan Sydney extending along the Lane Cove River from East Ryde, below Fullers Bridge, Chatswood to Turramurra and Pennant Hills. Lane Cove National Park, which underwent improvements in 2007, is totally surrounded by urban development with approximately 2000 properties adjoining the Park. The lengthy urban/bush land interface and narrow v-shaped valley places the conservation of the Park under considerable immediate and sustained threat, e.g. from weed infestation, storm water pollution, and land encroachments.
Kimberly Clark	Kimberly-Clark and our well-known global brands are an indispensable part of life for people in more than 175 countries. Every day, nearly a quarter of the world's population trust our brands and the solutions we provide to enhance their health, hygiene and well-being. With well-known and trusted brands, Kimberly-Clark holds the No. 1 or No. 2 share position in more than 80 countries.
National Parks Association	National Parks Association of NSW is a non-government conservation group that seeks to protect, connect and restore the integrity and diversity of natural systems in NSW and beyond through national parks marine sanctuaries and other means.
The Wilderness Society	The Wilderness Society (TWS) is a national community-based environmental advocacy organisation whose purpose is to protect promote and restore wilderness and natural processes across Australia for the survival and ongoing evolution of life on Earth.

Potential Project Opportunities

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Research - Campaigning - Writing Press Releases - Manual Duties - Database Management - Event Management and Coordination - Creating Reports - Social Media Development - Office Administration - Competitor Analysis - Client Services - Think Tank - Trail Clearing

Transferable Skills

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) - Planning and Organisation - Networking - Identifying Creative Ideas - Problem Solving - Information Gathering - Presenting and Reporting - Teamwork - Promoting and Selling - Interaction and Liaison skills



SYDNEY SAMPLE INTERNSHIP LIST EVENT PLANNING

INDUSTRY DESCRIPTION

Students seeking placements in Event Planning and Coordination will need to be organised and demonstrate effective communication skills. Students may be tasked with a wide variety of roles and responsibilities and as such should be comfortable with multitasking and working within a fast paced environment. Suitable candidates for this sector may come from a varied academic background, including but not limited to; Marketing, PR, Operations and Logistics, Communications and many others.

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Cancer Council	<p>The Cancer Council is the leading cancer charity in New South Wales. Cancer Council NSW is an independent charity not funded by the government, with the bulk of its income being raised through fundraising events and donations from the community. Their mission is to defeat cancer through engaging the community. Through the development of prevention strategies, research into new treatments and cures, and by providing clinical and emotional support to those affected by cancer, the Cancer Council works towards realising a vision of a society where lives are not cut short by or their quality diminished by cancer.</p>
Sweet Art	<p>Best known for its cakes, Sweet Art has left an indelible mark both in Australia and overseas as the leading light in creativity and style over the last 25 years. Owner Anthea Leonard began Sweet Art in Sydney in 1980 and made a name for herself creating edible sculptures. It was not till 1985 that Anthea began to put her talents to re-design the way traditional wedding cakes were assembled. Her signature designs still receive the great compliment of being copied throughout the industry. On the back of this success, Sweet Art has progressed into many diversified aspects of event management and now offers event styling, stationery design, and flower arrangements.</p>

Sydney Observatory	<p>Built in 1858, Sydney Observatory is Australia's oldest observatory and one of the most significant sites in the nation's scientific history. The Observatory comprises a virtual reality 3-D space theatre, a shop, a lecture theatre, a historic 29cm lens telescope built in 1874, a 42cm computer controlled telescope and hydrogen-alpha solar telescope, beautiful gardens, and the beanbag planetarium. Throughout the year the Observatory holds nightly tours, continuous and rotating exhibitions, as well as educational or special events and functions.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Event Campaigns – Market Research & Data Analysis – Sales/Marketing Presentations – Website Development – Fundraising – Search Engine Optimisation – Business Development – Events Support – Creation of Promotional Materials – Social Media Development- Office Administration – Community Outreach

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills - Creativity & Imagination – Influencing & Negotiation - Teamwork – Organisation - Business & Commercial Acumen – Research – Presentation



SYDNEY SAMPLE INTERNSHIP LIST FASHION

INDUSTRY DESCRIPTION

Sydney is an up and comer in the fashion world. Students that are applying for a fashion placement should be able to demonstrate relevant academic or previous extracurricular activities related to this industry. Students will need to be adaptable, have a good degree of flexibility and be open to a range of tasks in the workplace.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Adam Worling PR	Adam Worling has been at the forefront of Australian fashion PR for the past 20 years. Adam Worling PR specialises in brand management and profile building showroom editorial placement tour management sponsorship leverage and event management. Current clients include Lisa Ho Elle Macpherson Intimates and SKYY Vodka just to name a few.
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Marketing & PR campaigns - Fashion Research - Apparel Design - Press Samples - Database Management - Trade Shows - Social Media Development - Office Administration - Client Services - Merchandising - E-Commerce - Sales

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) - Networking - Identifying Creative Ideas - Information Gathering - Teamwork - Promoting and Selling - Interaction and Liaison skills - Apparel Technical Expertise - Business Acumen & Commercial Awareness



SYDNEY SAMPLE INTERNSHIP LIST FUNDRAISING

INDUSTRY DESCRIPTION

Sydney is home to a wide variety of community projects and non-profit organisations and one of the most vital departments within these organisations is the Fundraising Team. Placement opportunities include devising, coordinating & executing sponsored activities, supporting Marketing activities and interacting with supporters of the organisation. Applicants should demonstrate excellent written and oral communication skills, good interpersonal skills and the ability to work well with a team.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

The Fundraising People	The Fundraising People specialise in developing and delivering passionate and professional face-to-face fundraising campaigns on behalf of leading charity organisations. These campaigns enable Not-For-Profits to communicate to a largely untapped and expansive audience at the right time and in the right place. Having formed in 2008 the Fundraising People employ passionate professional and high performing staff to work a variety of events across Australia. Their target is to raise one billion dollars for vital humanitarian and environmental organisations.
Caritas Australia	Caritas Australia belongs to one of the largest international aid and development networks in the world - Caritas Internationalis - a network of 162 Catholic relief, development and social service organisations working to build a better world, in over 200 countries and territories. Caritas Australia also supports programs in Indigenous Australia, as Indigenous communities are amongst the most marginalised within our country. Caritas Australia conducts development programmes, which encourage self-reliance and disaster response, and have the aim to change attitudes in Australia by promoting a just and compassionate society.

Public Education Foundation	<p>The Public Education Foundation (PEF) is a not-for-profit charity dedicated to providing life-changing scholarships to young people in public education. The Foundation works in collaboration with schools communities business and government to support students to achieve their full potential at public schools while enhancing the value and reputation of public school education. They operate from a simple principle that there many young people in public education who could achieve more in a whole range of fields if they were given just a little help; and there are just as many people who would like to help but don't know how.</p>
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POTENTIAL PROJECT OPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Research – Event Coordination & Support – Community Interaction & Engagement – Writing Press Releases – Office Administration – Media Production – Marketing - Social Media Development – Volunteer Coordination Online Content Production & Editing – Mentoring and Support

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Understanding of the non-profit sector - Effective Communication – Research – Time Management – Mentoring & Support – Community Engagement – Presenting & Reporting – Teamwork – Problem Solving – Networking – Planning & Organisation



SYDNEY SAMPLE INTERNSHIP LIST GRAPHIC DESIGN

INDUSTRY DESCRIPTION

There are some amazing design agencies and departments here in Sydney but the industry is seriously competitive and candidates seeking part time internships must be able to show relevant academic and extra-curricular work experience. Students seeking Graphic Design placements should include details of all their relevant IT skills and should also submit a portfolio of work along with their application documents.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Art69/Mesocreative	With a combined 15 years within the design and printing industries Art69 offers a complete service for any company or individual wishing to utilise their talents. From logo design through to a database driven web sites their team will look forward to any challenge that can be thrown at them. They pride themselves in always ensuring all the needs of their clients are met promptly and efficiently.
Thinkun	Thinkun is a Sydney-based agency specialising in interactive mediums like websites social media strategy and online/mobile advertising. They are at the forefront of interactive technology and pride themselves on creating intuitive pieces of communication that leave lasting impressions.

POTENTIAL PROJECT OPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Interpret Design Briefs – Research – Design Layout – Research - Developing Concepts - Creating Visuals - Setting Up Mood Boards - Sourcing Images - Web Graphics – Print Graphics - Advertisement Layouts Administration – Marketing Campaigns – Social Media

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of

benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Drawing Skills – IT Skills - Presenting – Teamwork – Planning & Strategic Development – Communication – Portfolio Development – Networking – Client Liaison



SYDNEY SAMPLE INTERNSHIP LIST HEALTHCARE

INDUSTRY DESCRIPTION

The healthcare industry in Australia has many laws and legislations that will impact the level and type of opportunities available to undergraduate students. Currently, there is a shortage of internships placements in NSW for medical graduates and any internship positions available in a doctor's office or hospital are reserved for these students. As most nursing students in Australia undertake their first internship in Aged Care Facilities, CAPA has worked to also develop relationships with these Facilities so that pre-med and nursing students can also learn from this type of experience. Placements will vary from small private facilities, community organisations through to research organisations. Students will need to have a relevant academic background and related work experience or undertaken extracurricular activities in the healthcare field to be accepted by a host site.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Brain and Mind Research Institute (BMRI)	Diseases of the brain and mind now account for more than 40 percent of all illness. This internship site takes up the challenge to tackle and lower the incidence of mental illness in all its forms, including depression, anxiety, substance abuse, schizophrenia, and bipolar disorder, and dementias such as Alzheimer's disease. Placements are research oriented.
Heart Research Institute	This not-for-profit, independent research organisation has strong links to the University of Sydney and the Royal Prince Alfred Hospital. The site focuses on identifying the way in which cells and molecules in blood vessels work in order to better understand how heart disease develops. Teams of scientists work across a range of research areas to find new ways of detecting, treating and preventing heart disease in our community. Placements here are mostly observational experiences, but sometimes have a research component to them.
Greenwood Dental	This dental practice offers all types of dental treatment with a particular focus on Cosmetic Dentistry. As they have a large team of Dental Practitioners, they offer Dentists who have special interests. These include Cosmetic Dentistry, General Dentistry, including Crowns, Veneers, Root Canal Therapy, Dental

	Implants, Amalgam Removal, and Laser Teeth Whitening. Placements are observational.
the eyecarecompany	Serving as both a retail store for glasses, as well as providing optometry services, this internship site provides highly professional and personalised eye care services at convenient locations all over Sydney. Services include eye exams, contact lens exams, eyewear advice, lens advice, and also express and same day services. Placements are observational.
Twilight Aged Care	This Aged Care Facility was established as a private charity in 1915. Many residents require dementia specific care which is offered within a secure environment. This facility is a friendly warm and supportive environment where the needs of the individual are met with dignity and independence is encouraged as much as possible. Interns will be exposed to many aspects of running an Aged Care Facility, from interacting acting with residents during game and meal times, to following carers and nurses as they do their daily health visits.
Cancer Council NSW	This independent charity is not funded by the government, with the bulk of its income being raised through fundraising events and donations from the community. Through the development of prevention strategies, research into new treatments and cures, and by providing clinical and emotional support to those affected by cancer, the organisation works towards realising a vision of a society where lives are not cut short by or their quality diminished by cancer. Placements here are marketing and events focused.
Men Sheds	This organisation is now established as part of the health infrastructure that supports programs to improve men's health and wellbeing, including men in need of: help arising from mental illness or other debilitating illnesses; help transitioning from full-time employment to other activities in retirement; an additional link between the primary health network and the many men who have no regular contact with that network; a place that enabled social interaction and activities to maintain the health and wellbeing of those men; a culture where all men are welcome and where mutual respect and trust are paramount; a focal point in the community for the identification of men's health issues and actions to resolve those issues. Placements here are health admin focused.

Mental Health Association	<p>This site is a non-government organization and registered charity funded by NSW Health. Members are people who are interested in mental health issues. With a vision of a society that values promotes and protects mental health and wellbeing for its citizens their mission is to promote opportunities for the people of NSW to achieve their optimal level of mental health through providing information education about mental health mutual support and advocacy services. The site's major activities include provision of the Mental Health Information Service, the Facing Anxiety Program support groups (including training and establishment of new groups), and mental health promotion and advocacy.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Office Administration – Industry/Medical Research – Client Observation (Dental/Optomety) – Social Media – Community Outreach– Developing Reports – Drafting Documents – Database Management – Advocacy Campaigns - Event Planning

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Information Gathering – Presenting – Teamwork – IT Technical Skills – Interaction and Liaison skills – Networking – Communications – Business Acumen – Commercial Awareness – Project Leadership - Problem Solving – Analytical Skills – Time Management – Customer and Client Service Skills



SYDNEY SAMPLE INTERNSHIP LIST HISTORY

INDUSTRY DESCRIPTION

Sydney is a city rich with history and culture and we work with a few organisations that would suit students majoring in History or looking to pursue a career related in this field. Students should give as much detail as possible about their specific areas of interest, ie. Art History, Archiving, European History, Education and should also demonstrate good research and communication skills. As these sites are small-medium sized organisations, candidates should be positive self-starters with a can-do attitude and an ability to work independently as well as with a team.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Aboriginal Heritage Museum	<p>The Aboriginal Heritage Office is a joint initiative by Lane Cove North Sydney Manly Warringal Willoughby Ku-ring-gai Pittwater and City of Ryde local councils in a progressive move to protect Aboriginal Heritage in these areas. Aims include monitoring these Aboriginal Sites on a day to day basis and developing long term management reports to ensure their preservation and protection provide an avenue of approach for individuals to discuss issues or concerns teaching children an ethos of understanding to appreciate the unique culture of the Aboriginal people and in association with the local councils talks walks and activities are planned to enhance appreciation of Aboriginal culture in the wider community</p>
Q Station	<p>Q Station is a contemporary take of the former North Head Quarantine Station. Originally occupied by the Garrigal people North Head was a meeting place with strong spiritual significance. In the 1830s a quarantine station was established which operated until 1984. Now leased and in the care of the Mawland Group the site has been transformed into Q Station a place for powerful rejuvenating experiences to explore the future by connecting the past to the present.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Research & Analysis – Archiving - Design - Developing Publications & Presentations – Events Support - Educational Projects & Workshops – Creation of Promotional Materials – Social Media Development – Office Administration

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills – Methodical Approach and Excellent Attention to Detail - Analytical Ability – Creativity & Imagination – Independent Work & Teamwork – Organisation – Research - Presentation



SYDNEY SAMPLE INTERNSHIP LIST HOSPITALITY

INDUSTRY DESCRIPTION

Sydney is one of the largest and most visited cities in the world each year and as a result the hospitality industry is one that continues to thrive throughout the calendar year. Students seeking placements in hospitality should be open to a range of tasks, showing a flexible approach to workloads. In addition a professional manner and work ethic will be imperative with the ability to show first class customer service skills with all client interactions.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Oaks Hyde Park Plaza	Oaks Hyde Park Plaza offers accommodation with sweeping views across the park to the city. It is located a pleasant stroll from the city's department stores financial and business districts and major attractions and just around the corner is fashionable Oxford Street with its cosmopolitan strip of boutiques cafes shops and nightlife.
Sweet Art	Best known for its cakes, Sweet Art has left an indelible mark both in Australia and overseas as the leading light in creativity and style over the last 25 years. Owner Anthea Leonard began Sweet Art in Sydney in 1980 and made a name for herself creating edible sculptures. It was not till 1985 that Anthea began to put her talents to re-design the way traditional wedding cakes were assembled. Her signature designs still receive the great compliment of being copied throughout the industry. On the back of this success Sweet Art has progressed into many diversified aspects of event management and now offers event styling stationery design and flower arrangements.
Wake Up!	Wake Up! is an independent backpacker hostel located in the heart of Sydney. It provides an all-round service for its guests from a bar attached to the hostel to tours and orientation upon arrival. It hosts a large range of events and offers a wide variety of services for its guests.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Event management – Research & Data Analysis – Sales/Marketing Presentations – Business & Front-house Operations – Website Development – Client satisfaction Surveys – Business Development – Events Support – Creation of Promotional Materials – Social Media Development- Office Administration

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication – Accuracy & Attention to Detail – Independent Work & Self-Reliance - Teamwork – Administrative Skills – Information Gathering – Planning & Organisation – Problem Solving – Customer Service – Operational and Logistical understanding



SYDNEY SAMPLE INTERNSHIP LIST HUMAN RESOURCES

INDUSTRY DESCRIPTION

Human Resources (HR) is a pivotal component of all organisations, whether it is a large multinational corporation or a small charity organisation. Students seeking a placement in HR should have good organisational skills, be effective in both written and oral communications and feel comfortable when engaging face to face with others. HR can cover a wide range of tasks and duties, therefore students should have a flexible approach to task and be able to multitask.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Trace Personnel	<p>Trace Personnel has a proven track record partnering with clients to help them succeed. They offer a specialised recruitment service across a range of markets and their consultants have extensive market knowledge and real experience in the areas they service. Trace takes the time to completely understand businesses and the direction in which they are headed. They are able to identify candidates who are genuinely dedicated to helping businesses realise their vision.</p>
Four Seasons	<p>Four Seasons is dedicated to perfecting the travel experience through continuous innovation and the highest standards of hospitality. Founded in 1960 Four Seasons has followed a targeted course of expansion opening hotels in major city centres and desirable resort destinations around the world. Currently with 76 hotels in 32 countries and more than 31 properties under development Four Seasons will continue to lead the hospitality industry with innovative enhancements making business travel easier and leisure travel more rewarding.</p>

<p style="text-align: center;">Mondo Search</p>	<p>Mondo Search is one of Australia’s leading executive recruitment agencies. They provide international search and selection of mid to senior level executives within the global consumer goods industry, with a focus on Australasia. Their mission is to manage talent for sustainable growth, in order to build intimate relationships of enduring value. Mondo Search aims to secure, retain and align talent towards their clients' strategic goals, whilst supporting individual candidates to actualise their potential, manage their aspirations and achieve their career dreams.</p>
<p style="text-align: center;">The Salvation Army’s Employment Plus</p>	<p>The Salvation Army Employment Plus is the largest Job Network provider in Australia drawing on more than 100 years of employment services experience through The Salvation Army. It is much more than a job-matching agency. They seek to make a difference in the lives of individuals by helping them to break down the barriers to work and to start them on the path to a sustainable self-sufficient future. By helping their candidates identify the issues in their lives and by offering them ways to help solve these issues they are empowering individuals to make a difference to their life and those around them.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Recruitment and Talent Surveying – Interviewing – Research & Reporting – Event Support – Creating HR documents – Administration support – Social Media Development -

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication – Accuracy & Attention to Detail – Independent Work & Self-Reliance - Teamwork – Administrative Skills – Policy Research & Development - Understanding of the British HR Systems & Practices Research & Information Gathering – Planning & Organisation – Problem Solving – Customer Service



SYDNEY SAMPLE INTERNSHIP LIST IT, COMPUTER SCIENCE AND WEB DESIGN

INDUSTRY DESCRIPTION

Students who are applying for an internship in either Information Technology, Computer Science, or Web Design should demonstrate a good range of IT skills and should have good analytical skills and an excellent attention to detail. Students interested in Computer Science or Web Design should also have a good aesthetic eye and a solid technical knowledge of web design tool applications and should include a portfolio or a link to any sample work with their application documents.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.)

Temple & Webster	Temple & Webster is a members-only shopping club specialising in quality furniture, homewares, home decor , art, gifts, and lifestyle products from both Australian and international designers at up to 70% off recommended retail prices. Temple & Webster strive to create beautiful spaces within the home at a beautiful price.
Pod Trackers	Pod is a sleek little tracking device (about the size of a wine cork), which attaches to your pet's collar and lets you instantly locate your animal from your phone as well as track their activity and fitness levels. Pod uses GPS technology which has strong coverage all over the world so you can find your pet in another state or even country - not like other tracking devices that rely on Bluetooth, which needs to be nearby to locate your pet.
Hoyts	Hoyts Corporation has become one of the world's leading entertainment companies. Hoyts Australia and New Zealand owns and operates 55 cinemas with over 448 screens and more than 75 000 seats. Hoyts Cinemas are located in all mainland states of Australia, including: A.C.T, New South Wales, South Australia, Victoria, Western Australia, and also located on both the North and South Islands of New Zealand.

The Exodus Foundation	The Exodus Foundation exists to meet the immediate material, emotional, and spiritual needs of disadvantaged and marginalised people. It seeks to empower young Australians through education and literacy and so protect them against the prospect of future unemployment and homelessness.
Thinkun	Thinkun is a Sydney-based agency specialising in interactive mediums like websites, social media strategy, and online/mobile advertising. They are at the forefront of interactive technology and pride themselves on creating intuitive pieces of communication that leave lasting impressions.

POTENTIAL PROJECT OPPORTUNITIES:

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities develop over time and throughout internship placements. Projects may include but are not limited to:

Research – Statistical Analysis – Editing, Formatting & Uploading Content – Programming – Design - Social Media Development – General Office Administration & Support – Marketing & Communications

TRANSFERABLE SKILL SETS:

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills include, but are not limited to:

Research & Information Gathering - Accuracy - Effective Communication – Planning & Organisation – Team Work – Professional Networks & Contacts – Time Management – Evaluation – Media Production & Post-Production – Business Development



SYDNEY SAMPLE INTERNSHIP LIST LAW AND LEGAL

INDUSTRY DESCRIPTION

The Legal field is one of the most difficult to secure placements in because so many Sydney Law students undertake placement semesters either during or directly after their studies. Students who are applying for an internship in the law or legal arena should have excellent research and analytical skills. It is essential that students also include details of relevant coursework and any previous experience in their application as this is a challenging field in which to secure opportunities and placements are highly competitive.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Doyle Wilson Solicitors	Doyle Wilson Solicitors began in a small rural town in Queensland where reputation is the only basis on which to grow a practice. Clear simple communication excellent value strong ethical standards and 55 years of legal experience have maintained this standing. The growth of Doyle Wilson from a one person firm to employing staff over three offices in NSW and QLD has been entirely attributed to word of mouth and referrals. This growth is a demonstration of Doyle Wilson providing consistent personalised focussed attention to all clients.
HIV/AIDS Legal Centre	The HIV/AIDS Legal Centre (HALC) is a community legal centre that specialises in HIV related legal matters. HALC recognises that people living with and affected by HIV/AIDS have special legal needs. HALC provides free legal services to people with HIV-related legal matters. Some of the ways that HALC can help people living with HIV include: making a will power of attorney enduring guardianships medical treatment issues discrimination and vilification employment immigration disclosure and confidentiality etc.

WB Legal	<p>WB Legal is a law firm which provides extensive legal advice to individuals and organisations.</p> <p>WB Legal's legal services include Immigration law, Family law, Employment law and Commercial Law. Our lawyers are highly experienced in their respective fields to guarantee results.</p> <p>As an Australian law firm, WB Legal operates within strict professional guidelines as set out by the Law society of NSW as well as the Office of the Migration Agents Registration Authority.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Legal Advice & Strategic Casework - Media Work & Information Dissemination - Attending Court Dates - Research - Written & Oral Communication

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication - Accuracy & Attention to Detail - independent Work & Self-Reliance - Teamwork - Administrative Skills - Understanding of the British Legal System & Practices - Research & Information Gathering - Planning & Organisation



SYDNEY SAMPLE INTERNSHIP LIST MARKETING

INDUSTRY DESCRIPTION

Marketing is the process of communicating the value of a product or service through positioning to customers. Students who are applying for an internship in Marketing should have excellent communication skills, a strong interest in Marketing and be familiar with various social media platforms. Applicants should also include details of any previous coursework or work experience and should indicate whether they are seeking a placement in Market Research or Marketing.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

OnSport	Established in 2011, onsport.com.au is Australia's newest, boutique fitness and sports online store. OnSport strives to offer fitness and sport loving Australians a simple, yet elegant, online shopping experience, providing a wide range of genuine, authentic and high quality, men's and women's sportswear, active wear, fitness apparel, sports leisure apparel, swimwear, supporter gear, running shoes, sports compression, exercise equipment, accessories and much more.
ParcelPoint	ParcelPoint is an exciting new business working to solve the last step of the parcel delivery process. ParcelPoint aims to achieve this by providing convenient local parcel delivery points for shoppers. For online retailers and delivery companies this ensures that parcels are delivered first time, every time, greatly reducing re-deliveries and associated costs.
SalDoce	SalDoce Fine Foods was established in 2000 to introduce to the Australasian markets exotic recipes from South America especially from Brazil. SalDoce's products are also health conscious being gluten and yeast free high in dairy and all natural. SalDoce believes that healthy foods can taste just as good if not better than many unhealthy snacks.

<p>The Word</p>	<p>The Word Australia is a travel journalism and publishing company that produces several publications and maps for travellers in Australia. These combined with the Word website provide a wealth of information, contacts, and stories designed to equip backpackers in Australia with the knowledge they need to get the most out of their trip to Australia.</p>
<p>Thinkun</p>	<p>Thinkun is a Sydney-based agency specialising in interactive mediums like websites, social media strategy, and online/mobile advertising. They are at the forefront of interactive technology and pride themselves on creating intuitive pieces of communication that leave lasting impressions.</p>
<p>Lindblad Expeditions</p>	<p>Now regarded as the father of ecotourism, Lars-Eric Lindblad was literally the first travel company owner to take travellers where only scientists had gone—the first to take citizen explorers to many destinations, including Antarctica and Galápagos, in 1966 and 1967, respectively. Since 1979 his son Sven Lindblad has led the company. Lindblad Expeditions now leads trips all over the world, including Africa, Antarctica, Europe, Oceania, North and South Americas and South East Asia.</p>
<p>DriveMyCar Rentals</p>	<p>DriveMyCar Rentals is not a traditional car rental company. They are an online community connecting car owners looking to earn some extra money by renting out their car, with drivers who are no longer prepared to pay high car rental costs and want more choice. Cars are available from 30 days to one year or more. Car owners can offset some or all of the fixed costs of car ownership, or simply make some extra cash when they're not using their car.</p>
<p>Novotel Sydney Central</p>	<p>Novotel Sydney Central is a midlevel hotel located in the Sydney Central Business District. The location and foundation of Novotel Sydney Central is steeped in Australian history and has been offering its owners, lodgers and residents restful accommodation and a gateway to Sydney's premium produce for over 120 years. Reasons to stay include its proximity to Sydney attractions, modern guestrooms, superior service, and great Sydney accommodation deals.</p>
<p>Sydney Blue Sox</p>	<p>The Sydney Blue Sox are a professional baseball team, and one of six foundation teams in the re-formed Australian Baseball League (ABL). The team plays their home games at Blacktown International SportsPark Sydney, one of the two venues used for baseball at the 2000 Sydney Olympics, when it was known as Blacktown Olympic Park. They are the sole ABL team in New South Wales.</p>
<p>Nine Entertainment Company</p>	<p>Nine Entertainment Co. is Australia's most diversified media and entertainment group. It is a communication powerhouse delivering a world of media information and entertainment to millions of</p>

	Australians. Assets include the Nine Network Australia, NBN Television, Australian News Channel, a 50% interest in Mi9 and entertainment entities Ticketek and the Allphones Arena.
Easts Group	With a history spanning over 50 years and a proud sponsor of our local community, Easts Group is a market leader within the Club industry. The organisation began with its first site, Eastern Suburbs Leagues Club, at Bondi in 1958 and due to its success has expanded to include Waverley Bowling Club, Berkeley Sports Club and Kingswood Sports Club and, most recently, Woy Woy Leagues Club. The Vision "Great Community Clubs" means more than just being recognised as great by their members, it includes being great for their staff and for the broader community. The focus is on the surrounding community both inside and outside the Clubs.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Marketing Campaigns – Market Research & Data Analysis – Sales/Marketing Presentations – Production of Editorial Copy – Website Development – Search Engine Optimisation – Business Development – Events Support – Creation of Promotional Materials – Social Media Development – Office Administration

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills – Good Oral & Written Communication Skills – Numeracy & Analytical Ability – Creativity & Imagination – Influencing & Negotiation – Teamwork – Organisation – Business & Commercial Acumen – Research – Presentation



SYDNEY SAMPLE INTERNSHIP LIST MUSIC

INDUSTRY DESCRIPTION:

Students who are applying for an internship in Music should be able to demonstrate an interest in the music Industry and indicate which part of the business they are keen to gain experience in (eg. sound engineering, promotions, management). The Music industry is a competitive industry and applicants should therefore provide as much detail as possible about relevant coursework, internship experience and any other extra-curricular activities. Music industry sites will be looking for people with a clear focus, a positive, can-do attitude and willingness to engage and commit to any and all tasks.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

The Harbour Agency	The Harbour Agency was established in late 1978 to meet the market needs for a professional music booking agency. Representing world-class established mid-level and developing talent it has become Australia's largest booking agency. The company provides the very best Australian talent for hotels, clubs, festivals, private functions and major outdoor and industry calendar events throughout metropolitan and regional Australia.
One Louder Entertainment	One Louder Entertainment is a Sydney based artist management company established in September 2000 by Bill & Edrei Cullen. They currently guide the careers of Ball Park Music, Sarah Blasko, Paul Kelly, and Kate Miller-Heidke. They aim to help artists build long-term careers, are founding members of the AAM (Australian Association of Artist Managers), and are the co-promoters of the Heavenly Sounds concert series.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

PR campaigns - Market Research - Writing Press Releases - Press Kit Development - Database Management - Event Coordination & Support - Newsletter Production - Social Media Development - Office Administration – Client Services - Media Production – Presentation Production – Artist Liaison & Development

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) – Planning & Organisation – Networking – Identifying Creative Ideas – Problem Solving – Information Gathering – Presenting & Reporting – Teamwork – Promoting & Selling – Interaction and Liaison skills – Industry Insight



SYDNEY SAMPLE INTERNSHIP LIST PHYSIOTHERAPY

INDUSTRY DESCRIPTION

The healthcare industry in the UK has many laws and legislations that will impact the level and type of opportunities available to undergraduate students. For many roles, especially those requiring “hands on” responsibilities, there are regulations stipulating that individuals must have achieved certain qualifications. However, CAPA has developed meaningful placements with a range of organisations that can provide first class opportunities to support and develop the students experience in the field of physiotherapy. Physiotherapy is an incredibly competitive area in which to secure internship placements and students must demonstrate a high GPA, relevant coursework and previous work experience in a related field such as Athletic Training, Orthopaedics, Sports rehabilitation, Neurology, Nutrition or another Medical-related profession. Students should also have excellent communication and interpersonal skills.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant’s application documents, prior experiences, demonstrated skills and their aspirations and goals.

Five Dock Physiotherapy	Five Dock Physio has a holistic approach to treating patients. Patients have an initial assessment where the main cause of their signs and symptoms are assessed. Patients are treated with manual therapy, electrotherapies, and provided with appropriate education to self-manage their conditions (for example specific stretching or strengthening program to be done between sessions/treatments). Patients are also taken through a clinic or gym based exercise therapy program in most cases with a focus on strengthening a patient’s core muscles.
Hornsby Physiotherapy	Hornsby Physio deals with all types of injuries with a focus on pelvis and thoracic spine dysfunctions. The Clinical Director commenced practice in Hornsby in December 1982 at the Hornsby Physiotherapy Centre (1982-1997) and then developed the physiotherapy service at Mt Wilga Private Hospital between 1989-2002. In addition to his work at his current clinic the Director also lectures high school students in relation to Sports Medicine and provides on field services to local high school sporting teams.

Active Lifestyle Physiotherapy	Active Lifestyle Physiotherapy was established in 2006 as a solo physiotherapy practice in Epping. Since then it has grown to offer other relevant allied health services including massage therapy dietetics podiatry and psychology. Active Lifestyle Physiotherapy now also operates from Fairfield and Norwest and have plans to continue to grow so that they can offer greater and more convenient service to their patients.
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Observation experience – Administration – Client interaction – Volunteer coordination – Fitness programme development -

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Communication Skills – Teamwork – Organisation – Networking – Interpersonal Skills – Clinical Observation hours – Healthcare administration



SYDNEY SAMPLE INTERNSHIP LIST PUBLIC RELATIONS

INDUSTRY DESCRIPTION:

Students who are applying for an internship in Public Relations should have excellent communication skills, a strong interest in PR and be familiar with various social media platforms. The PR industry can be a fast paced environment and you may be required to handle multiple tasks simultaneously. It is helpful to have previous administrative experience, the ability to research across a variety of platforms and to feel comfortable when presenting to others.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Adam Worling PR	Adam Worling has been at the forefront of Australian fashion PR for the past 20 years. Adam Worling PR specialises in brand management and profile building, showroom, editorial placement, tour management, sponsorship, leverage, and event management. Current clients include Lisa Ho, Elle Macpherson Intimates and SKYY Vodka, just to name a few.
DEC PR	DEC Communications is a creative full service PR company committed to creativity strategic thinking results and public persuasion. DEC defines its core capabilities as consumer brand building corporate reputation management digital PR issues preparedness & crisis communications events social and traditional media relations spokesperson engagement and training integrated marketing communications sponsorship maximisation and internal and stakeholder communications.

Red Agency	<p>What distinguishes Red Agency from other PR firms is their delivery of highly creative and disciplined solutions that meet client needs - strategy underpinned with creativity. From hands on media relations events and consumer marketing to direct stakeholder engagement and issues and crisis management Red Agency supports clients with a full range of public relations services. Red Agency believes creativity is more than just a matter of talent. Creativity is also the fruit of free and motivated spirits. Red Agency backs its boutique-standard service with the global reach and expertise of Euro RSCG Worldwide - the world's fifth largest integrated communications agency.</p>
Max Australia	<p>Max Australia is a public relations and communications company. They pride themselves on fresh ideas and intuitive in their approach. They cover a whole range of areas from technology to corporate consumer and finance sectors and provide all their clients with unparalleled levels of strategic advice and the tactical execution of first-class campaigns. They work closely with their sister company Spectrum Communications to provide the best service possible to their clients.</p>
Watterson Marketing Communications	<p>Watterson is an independent communications consultancy with a pro-active style and a reputation for developing highly effective and creative programs that meet our clients' needs and resources. They are tight-knit and creative, a potent mix of PR professionals and journalists working together, tapping each other's strengths, harnessing our deep media resources, championing our clients.</p>

POTENTIAL PROJECT OPPORTUNITIES:

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

PR campaigns - Market Research - Writing Press Releases - Press Kit Development - Database Management - Event Management and Coordination - Newsletter Production - Social Media Development - Office Administration - Competitor Analysis - Client Services

TRANSFERABLE SKILL SETS:

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening) – Planning and Organisation – Networking – Identifying Creative Ideas – Problem Solving – Information Gathering – Presenting and Reporting – Teamwork – Promoting and Selling – Interaction and Liaison skills



CAPA Sydney Sample Internship List – Public Health

Industry Description

Sydney offers diverse opportunities for internship placements relevant to public health. Given the broad and interdisciplinary nature of the field, students can expect placements in a variety of settings including advocacy and community organizations, government agencies, charities, healthcare facilities, fitness centers, university research centers, and even museums. Applicants should be open to exploring opportunities in multiple environments and will need a relevant academic background and related work experience or have undertaken extracurricular activities in the field in order to be accepted by a host site. Responsibilities will be dependent on each individual applicant's application documents, prior experiences, demonstrated skills, and stated goals; however, it is important to note that patient contact should not be an expectation. Placements are intended to allow students to learn about public health in an international setting and should not be expected to fulfill clinical hours for medical school.

Sample Organization Descriptions

The following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed locations for placement.

Aged Care Facility. Residents of this facility require dementia-specific care which is offered within a secure environment. The facility is a friendly, warm and supportive environment where the needs of the individual are met with dignity and independence is encouraged as much as possible. Interns will be exposed to many aspects of running an Aged Care Facility, from interacting acting with residents during game and meal times, to following carers and nurses as they do their daily health visits.

Cancer-focused Charity. This independent charity is not funded by the government, the bulk of its income being raised through fundraising events and donations from the community. Through the development of prevention strategies, research into new treatments and cures, and by providing clinical and emotional support to those affected by cancer, the organisation works towards realising a vision of a society where lives are not cut short by or their quality diminished by cancer. Placements here are marketing and events focused.

Community Health Organization. This organisation was established as part of the health infrastructure that supports programs to improve men's health and well being. They provide support to men in need of help arising from mental illness or other debilitating illnesses; ease the transition of men from full-time employment to other activities in retirement; provide an additional link between the primary health network and the many men who have no regular contact with that network; and establish a place for men that enabled social interaction and activities to maintain the health and wellbeing of those men. They aim to become a focal point in the community for the identification of men's health issues and actions to resolve those issues. Placements focus on health administration.

Mental Health Awareness Organization. This site is a non-government organisation and registered charity funded by NSW Health. Members are people who are interested in mental health issues. With a vision of a society that values promotes and protects mental health and wellbeing for its citizens, their mission is to promote opportunities for the people of NSW to achieve their optimal level of mental health through providing information education about mental health mutual support and advocacy services. The site's major activities include provision of the Mental Health Information Service, Facing Anxiety Program support groups (including training and establishment of new groups), and mental health promotion and advocacy.

<p><u>Psychology Research Institute</u>. Diseases of the brain and mind now account for more than 40 percent of all illness. This internship site takes up the challenge to tackle and lower the incidence of mental illness in all its forms, including depression, anxiety, substance abuse, schizophrenia, and bipolar disorder, and dementias such as Alzheimer's disease. Placements are research oriented.</p>
<p><u>Independent Research Organization</u>. This non-profit organization has strong links to the University of Sydney and Royal Prince Alfred Hospital. The site focuses on identifying the way in which cells and molecules in blood vessels work in order to better understand how heart disease develops. Teams of scientists work across a range of research areas to find new ways of detecting, treating and preventing heart disease in the community. Placements are mostly observational experiences, but may have a research component.</p>
<p><u>Dental Practice</u>. This office offers all types of dental treatment with a particular focus on Cosmetic Dentistry. As they have a large team of Dental Practitioners, they offer services for clients with special needs. These include Cosmetic Dentistry, General Dentistry including Crowns, Veneers, Root Canal Therapy, Dental Implants, Amalgam Removal, and Laser Teeth Whitening. Placements are observational.</p>
<p><u>Optometrist</u>. Serving as both a retail store for glasses, as well as providing optometry services, this internship site provides highly professional and personalized eye care services at convenient locations all over Sydney. Services include eye exams, contact lens exams, eye ware advice, lens advice, and also express and same day services. Placements are observational.</p>
<p><u>Pre-natal Care and Education Center</u>. This organization is acknowledged as a leading provider of the highest quality pregnancy education and counselling in the field of childbirth and parenting education. They also run a full-time counselling service for individuals and families. Students will have opportunities to attend and assist in the planning of pre-natal classes, liaise with clients, accompany midwives on hospital appointments, and assist with the overall operation of the clinic.</p>
<p><u>Social Services Charity</u>. This foundation combats disadvantage in its many forms – by providing food, educational, and social health and wellbeing services without discrimination to those who need it most. The charity focuses its work on targeted at-risk and in-need populations in the Sydney area. Students may assist with administrative and fundraising initiatives as well as gain exposure to the foundation's health, food, and educational service programs.</p>
<p><u>Historical Site</u>. Originally occupied by an aboriginal community and then converted into a quarantine station from Australian immigrants, this historic site has been transformed into space to provide recreational and educational experiences that connect the past to the present.</p>

Potential Project Opportunities

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Office Administration – Industry/Medical Research – Client Observation (Dental/Optomety) – Social Media – Community Outreach – Developing Reports – Drafting Documents – Database Management – Advocacy Campaigns – Event Planning

Transferable Skill Sets

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Information Gathering – Presenting – Teamwork – IT Technical Skills – Interaction and Liaison skills – Networking – Communications – Business Acumen – Commercial Awareness – Project Leadership – Problem Solving – Analytical Skills – Time Management – Customer and Client Service Skills



SYDNEY SAMPLE INTERNSHIP LIST PUBLISHING

INDUSTRY DESCRIPTION:

Traditionally, 'publishing' refers to the distribution of printed works such as books and newspapers. However, with the advent of digital information systems and the Internet, the scope of publishing has expanded to include electronic resources, such as the electronic versions of books and periodicals, as well as micropublishing, websites, blogs, video game publishers and the like. Students seeking a placement in Publishing should have excellent written and oral communication skills and a great attention to detail. Students should also be able to work independently when necessary and be able to manage a busy and varying workload.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Edge Custom Media	Edge Custom Media is a custom publisher with experience in custom magazines, branded content, and online content strategies. Established in 2003, Edge Custom Media has grown from a consumer and custom magazine publisher to a full service custom communications agency. As the Australian market increasingly embraces customised content and new content platforms, Edge Custom Media have built on their expertise in custom publishing and are now an acknowledged leader in Australia's custom media industry.
Hip Media	Hip Media is a custom publishing house, developing editorial and design - through to print and distribution - of industry leading magazines. Hip Media focus on the drinks industry, but also do some work with hotels, clubs, and tv shows such as MasterChef, Better Homes and Gardens, and Grand Designs.
The Word	The Word Australia is a travel journalism and publishing company the produces several publications and maps for travellers in Australia. These combined with the Word website provide a wealth of information contacts and stories designed to equip backpackers in Australia with the knowledge they need to get the most out of their trip to Australia.

Adventure World/Nat Geo Traveller

National Geographic Traveller, Australia & New Zealand edition, is about places and experiences that open peoples' minds to the different cultures, traditions and ways of the world. It is for intrepid travellers with a hunger for responsible, educational and adventurous travel. The magazine presents in-depth feature articles about some of the most exciting places on the planet, and many other interesting features on people, places and products.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Proof-reading – Checking Artwork - Marking Up Layouts - Reading & Assessing Manuscripts – Press Releases – Event Support Website Content Development – Social Media Development- Office Administration - Marketing

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills –Accuracy & Attention to Detail – Creativity & Imagination - Teamwork – Organisation - Presentation – Initiative & Responsibility



SYDNEY SAMPLE INTERNSHIP LIST SOCIAL WORK

INDUSTRY DESCRIPTION

Students seeking placements within Social Work should have excellent interpersonal and communication and skills and be comfortable working with people who may have either behavioural or learning difficulties. There are a variety of placements available and a number of these involve working with children or young adults either in an educational setting or a local community centre. Students are likely to start out in an observational capacity, working alongside professionally trained social workers or counsellors and may be given more independent responsibility as the placement progresses, depending on the skills and experience demonstrated. Australian laws and legislation will limit the opportunity to engage or conduct counselling tasks to individuals who have already attained industry required qualifications.

EXAMPLES OF PREVIOUS PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Police Citizens Youth Club (PCYC)	PCYC is Australia's leading youth development organisation with 59 Clubs and approximately 85,000 members throughout NSW. They create fun & safe environments where young people can develop new friendships, build fitness, develop teamwork, and express their creativity. Once known as the Police Boys Club, PCYC facilities today are a centre for fun, fitness, & friendship where young people can enjoy a wide range of sports, arts, and recreational activities in a safe environment.
Glebe Youth Services	Glebe Youth Service is a non-government youth service dedicated to the recreation and support of young people who live, work, study, or play in the Glebe area. Young people aged 12 to 24 are welcomed into the service to have fun, get to know the staff, and get assistance with any issue that they have concerns about. The majority of young people that attend the service are from the Glebe Housing Estate. Most are Aboriginal and many come from backgrounds that have left them with serious disadvantage. The goal of the Glebe Youth Service is to provide these youths with the skills and information they need to move forward in a positive way.

<p style="text-align: center;">Oasis</p>	<p>Oasis is The Salvation Army's (a Christian Charity) response to youth homelessness and disadvantage, literally saving shattered young lives every day in Sydney. With more than 20 innovative, uplifting services, Oasis offers outreach, accommodation, and specialist intervention to help disconnected young people to get back on their feet and begin turning their lives around.</p>
<p style="text-align: center;">Odyssey House</p>	<p>Odyssey House is a not for profit organisation dedicated to the provision of a dynamic and diverse range of services to the client populations who utilise their services. Their programs assist the participating individuals overcome their dependencies upon harmful external agents by empowering them through the concept of self-help and the ability to integrate and live within and contribute to the community at large.</p>
<p style="text-align: center;">Life Changing Experiences</p>	<p>Life Changing Experiences Foundation offers youth support programs. Its primary initiative is the SISTER2sister Program.</p> <p>The SISTER2sister Program is a 12 month mentoring program for teenage girls at risk of abuse and/or neglect which provides the girls with professional positive female role models to inspire and motivate them through a goal setting and achieving program to make a difference to their lives.</p> <p>The Butterfly Opportunity Program is an ongoing opportunity beyond the SISTER2sister Program for skills development and work experience in collaboration with the community, involving local educational institutions and businesses.</p> <p>Butterfly Support Services provides all encompassing wrap around services that address the current issues facing present and past Little Sisters in order to assist them to maximise the learning and skills they gain within the SISTER2sister Program OR Butterfly Support Services is a program designed to extend and facilitate additional welfare support to the program beneficiaries past and present.</p> <p>Life Changing Experiences purpose is to "empower vulnerable teenage girls to make positive life choices for a better future."</p>
<p style="text-align: center;">OzHarvest</p>	<p>OzHarvest is a non-denominational charity that rescues excess food which would otherwise be discarded. This excess food is distributed to charities supporting the vulnerable in Sydney, Canberra, Newcastle, and Adelaide. Currently in Sydney, OzHarvest delivers 150, 000 meals per month with a fleet of 7 vans. Australia wide OzHarvest delivers 180,000 meals per month with a fleet of 11 vans. OzHarvest provides this service at no cost to food donors and recipients.</p>

POTENTIAL PROJECT OPPORTUNITIES:

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

**Community Interaction & Engagement – Event Coordination & Support – Office Administration –
Classroom Assistance – Social Media Development – Volunteer Coordination – Mentoring and Support**

TRANSFERABLE SKILL SETS:

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

**Effective Communication – Interpersonal Skills - Time Management – Mentoring & Support – Teamwork
Community Engagement – Presenting & Reporting -- Problem Solving – Networking – Planning & Organisation**



SYDNEY SAMPLE INTERNSHIP LIST SPORTS, FITNESS AND LEISURE

INDUSTRY DESCRIPTION:

Sports, Leisure, and Fitness covers a broad range of internship placements, including Sports Marketing, Management, Broadcasting, Journalism, Youth Sport, and Personal Training. Students should be able to demonstrate a clear interest in the field of Sport or Health and Fitness and their application should include details of any sports activities, coaching, or previous work experience in the field.

EXAMPLES OF PREVIOUS PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

iTrain Fitness	iTrain Fitness Boutique Gym has a fully equipped weights area, a cardio room, a pool and spa, Personal Trainers and a Masseur. They offer a variety of fitness classes, personal and corporate training packages with customised one on one sessions, extensive personal training plans, and experienced recommendations.
OnSport	Established in 2011, onsport.com.au is Australia's newest, boutique fitness and sports online store. OnSport strives to offer fitness and sport loving Australians a simple, yet elegant, online shopping experience, providing a wide range of genuine, authentic and high quality, men's and women's sportswear, activewear, fitness apparel, sports leisure apparel, swimwear, supporter gear, running shoes, sports compression, exercise equipment, accessories and much more.
Golf Link Deals	<p>Golf Link Deals offers daily and weekly golf specials from local golf clubs, resorts, PGA coaches, golf equipment suppliers and other golf-related businesses. They provide an online venue where golfers of all levels can find affordable savings on every aspect of the game. With powerful links with golf businesses, Golf Link Deals is in a position to negotiate incredible discounts putting the needs of keen golfers first. Golf clubs, PGA Professionals, and equipment suppliers have a venue where they can showcase their golf course, products, services, and Open Comps for Golf Link Members.</p> <p>Golf Link Deals aims to bridge the gap between industry and consumers to help grow and develop the game throughout Australia.</p>

<p>V8 Supercars</p>	<p>V8 Supercars is a sport on the rise globally. Australia's premier motorsport category is regarded around the world for its action-packed racing and entertainment. Already more popular in Australia than Formula 1, V8 Supercars is one of only two motorsport categories in the world considered more popular in its own country than F1. The other is NASCAR in the United States. V8 Supercars continues to evolve driven by factors including: staging races in locations in Australia and overseas; extensive marketing to broaden the sport's appeal; increasing the viability of teams and developing more meaningful and lucrative sponsorship arrangements and; fully exploiting media rights.</p>
<p>Sydney Blue Sox</p>	<p>The Sydney Blue Sox are a professional baseball team, and one of six foundation teams in the re-formed Australian Baseball League (ABL). The team plays their home games at Blacktown International Sportspark Sydney, one of the two venues used for baseball at the 2000 Sydney Olympics, when it was known as Blacktown Olympic Park. They are the sole ABL team in New South Wales.</p>
<p>West's Tigers</p>	<p>The West's Tigers are an Australian professional rugby league football club based in Sydney's Inner West. They have competed in the National Rugby League since they were formed at the end of the 1999 NRL season as a joint-venture club between the Balmain Tigers and the Western Suburbs Magpies. The West's Tigers have three home grounds: Leichhardt Oval (the home ground of Balmain), Campbelltown Stadium (the home ground of Western Suburbs), and the Sydney Football Stadium. They also play one "home" game at the Sydney Cricket Ground.</p>
<p>Little Heroes</p>	<p>Little Heroes Swim Academy is a not for profit organisation dedicated to educating children and their families about the aquatic environment. The aim is to provide subsidised swimming lessons for children with special needs through revenue raised from mainstream lessons. Little Heroes Swim Academy is more than just a Swim School, they cover all aspects of aquatic safety from the bathtub to the pool to the beach. The holistic approach, catered to each individual student's needs, ultimately leads to more than just swimming strokes; they provide life skills and an understanding of the water. The education does not stop with the students, educating the family unit is just as important – the more informed parents become, the safer kids will be.</p>
<p>Bulldogs Rugby League Club</p>	<p>The Canterbury-Bankstown Bulldogs are an Australian professional rugby league football club based in Belmore a suburb in the Canterbury-Bankstown region of Sydney. They compete in the National Rugby League (NRL) premiership, as well as New South Wales Rugby League junior competitions. The rich history of the club began in 1935 when the club was admitted to the New South Wales Rugby Football League premiership predecessor of the current NRL competition. Having won 8 premierships the Canterbury-Bankstown Bulldogs have a huge amount of devout Australian fans and celebrated their 75th anniversary in 2010.</p>

<p>The Sydney Kings</p>	<p>The Sydney Kings are a professional basketball team competing in the Australasian National Basketball League. They were the first and still the only team to date to win three consecutive championships in the NBL. They play their home games at the Sydney Entertainment Centre in Haymarket, Sydney. The Kings were formed from a merger between the West Sydney Westars and the Sydney Supersonics in 1988. The team adopted the purple-and-gold colours traditionally linked with the most winning team in basketball, the Los Angeles Lakers.</p>
<p>The Australian Rugby Union</p>	<p>The Australian Rugby Union (ARU) is the governing body of rugby union in Australia. It was founded in 1949 and is a member of the International Rugby Board (IRB) the sport's governing body. It consists of eight member unions, representing each state and territory. It is responsible for the Australia national rugby union teams.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Marketing Campaigns – Market Research & Data Analysis – Sales/Marketing Presentations – Production of Editorial Copy – Operational Management - Website Development – Business Development – Events Support – Creation of Promotional Materials – Social Media Development - Office Administration – Media Production

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills - Numeracy & Analytical Ability – Influencing & Negotiation - Teamwork – Organisation - Business & Commercial Acumen – Research – Presentation – Networking – Customer Service – Accuracy & Attention to Detail



SYDNEY SAMPLE INTERNSHIP LIST THEATER

INDUSTRY DESCRIPTION

This is a fairly small field in Sydney, as such opportunities are limited. Students wishing to intern in this field should be prepared to potentially work some evening hours due to performances or events they might need/want to attend. It is important that students recognise that CAPA Sydney cannot guarantee a specific type of theatre placement, instead these are general placements within theatres.

EXAMPLES OF PAST PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Short and Sweet	Short + Sweet Festivals are the biggest festival of over 150 of the best ten minute plays from local and international writers Short + Sweet utilizes the talents of Sydney and Melbourne's best young and established directors actors and technical personnel to produce some of the best theatre on the planet.
Australian Theatre for Young People (ATYP)	ATYP is a Sydney-based theatre company exclusively devoted to young people. They are driven by the idea that the arts can inspire creative courageous and confident young people wherever they are and whatever they want to be. ATYP believe that the arts have the power to transform lives enrich communities and ultimately impact upon the future of our nation. Their work is motivated by the need to improve access for all young Australians to share their stories and participate in the arts regardless of economic or geographical barriers.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Event Coordination & Support – Stage Management –Community Interaction & Engagement – Writing Press Releases – Media Production - Office Administration – Marketing–Social Media Development – Production Assistance

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication – Research – Time Management – Community Engagement – Presenting & Reporting – Teamwork – Problem Solving – Practical Stagecraft skills - Networking – Planning & Organisation



SYDNEY SAMPLE INTERNSHIP LIST TRAVEL AND TOURISM

INDUSTRY DESCRIPTION:

Travel & Tourism encompasses a range of different internship placement opportunities, including marketing journalism, and PR. Required skills and experience depend on the specific area within this field in which the student applies to work. However, students should have excellent communication skills and should clearly demonstrate an interest in travel and/or tourism and should include details of any overseas travel or experience within the industry in their application.

EXAMPLES OF PREVIOUS PLACEMENTS: Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

Colourful Trips	<p>Colourful Trips specializes in group tours and study tours from Sydney, Melbourne, Brisbane, and Canberra. Destinations include the Blue Mountains, the Hunter Valley, and Phillip Island. The company's client base ranges from local travellers and tourists to schools and universities that are looking for culturally enriching, yet fun, educational experiences.</p>
helloworld	<p>helloworld has been creating lasting travel memories for more than forty years through the Harvey World Travel, Jetset Travel, Travelworld, and Travelscene American Express brands.</p> <p>Their mission is to offer Australian travellers unparalleled convenience, industry-leading service and the best value, tailor-made holidays.</p> <p>helloworld lets you plan your trip when and how you want, through their nationwide network of independently owned and operated stores, comprehensive website and friendly and helpful call centre.</p>

Lindblad Expeditions	<p>Now regarded as the father of ecotourism, Lars-Eric Lindblad was literally the first travel company owner to take travellers where only scientists had gone—the first to take citizen explorers to many destinations, including Antarctica and Galápagos, in 1966 and 1967, respectively.</p> <p>Since 1979 his son Sven Lindblad has led the company. Lindblad Expeditions now leads trips all over the world, including Africa, Antarctica, Europe, Oceania, North and South Americas and South East Asia.</p>
Adventure World/Nat Geo Traveller	<p>National Geographic Traveller, Australia & New Zealand edition, is about places and experiences that open peoples' minds to the different cultures, traditions and ways of the world. It is for intrepid travellers with a hunger for responsible, educational and adventurous travel. The magazine presents in-depth feature articles about some of the most exciting places on the planet, and many other interesting features on people, places and products.</p>
The Word	<p>The Word Australia is a travel journalism and publishing company that produces several publications and maps for travellers in Australia. These combined with the Word website provide a wealth of information contacts and stories designed to equip backpackers in Australia with the knowledge they need to get the most out of their trip to Australia.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Marketing Campaigns – Market Research & Data Analysis – Sales/Marketing Presentations – Production of Editorial Copy – Website Development – Search Engine Optimisation – Business Development – Events Support – Creation of Promotional Materials – Social Media Development- Office Administration

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills – Creativity & Imagination – Research – Influencing & Negotiation - Teamwork – Organisation - Business & Commercial Acumen – Presentation – Accuracy & Attention to Detail