

Thank you for your interest in employing an Intern through Access Training & Logistics.

Through our Internship program we provide employers with highly skilled Interns, who have recent and suitable work or study experience in a relevant occupation in Australia or overseas. An ATL Internship is a paid internship which provides foreign nationals with an opportunity to build on their skills in their current occupation or area of study through structured workplace-based training. It is facilitated under the subclass 407 Training Visa.

Why Employ an Intern though ATL?

- **Our Interns have great skills:** In order for an Intern to be eligible for an Internship they need to demonstrate that they have experience in their chosen field. This includes occupation areas such as **Hospitality, Trades, Health Care and Agriculture**.
- **No recruitment costs:** Recruitment can be a timely, costly process. We can save you this expense by matching an Intern to your company's staffing needs – at NO COST to you.
- **A committed staff member for minimum 30 hours per week for up to 2 years:** Interns highly motivated and keen to learn. As part of the conditions of their Visa must remain with the same employer for the duration of their Internship – depending on the training they are undertaking, this could be up to 2 years.
- **Workplace diversity:** Organisations that are culturally diverse better understand, connect with and service their customer base. In addition, a culturally enriched workplace can lead to more engaged and satisfied staff.
- **Innovation:** Interns from overseas often bring with them new ideas and ways of doing things. An innovative work environment boosts your team, your business and customer satisfaction.

How can I employ an Intern?

If you have an opening to employ an Intern, or you have a staff member who is interested in becoming an Intern, we would love to hear from you.

Our expectations of Employers are that they:

- Have a commitment to supporting the Intern to achieve their skill enhancement goals
- Can provide a minimum of 30 hours per week paid employment at award rates, and within conditions set out by Fair Work Australia (just like any other employee)
- Provide a supervisor to monitor, advise and mentor the trainee and provide feedback to the ATL Mentor

Who can be an Intern?

In order to be eligible to be an ATL Intern, the candidate must meet the following eligibility criteria:

- Be at least 18 years of age
- Have at least 12 months experience within their field over the past 2 years – this can be study or employment experience, in Australia* or overseas
- Have functional English language skills to enable them to undertake workplace-based training
- Meet sc407 Training Visa health, character and financial requirements

We also require that Interns are a suitable fit for the Employer – that they match your requirements so that the experience will be a beneficial one for both the Intern and Employer.

** International Students in Australia on a Student Visa who have completed studies can apply for a 12 month Internship*

What's ATL's Role

ATL will assist you to become an Approved Sponsor for the sc 407 Training Visa. You will be the principal sponsor and training provider for the Intern. We are committed to providing a program that is enriching and rewarding for both the Intern and the Employer.

We will work with you to:

- nominate suitable candidates for a sc407 Training Visa
- analyse the candidate's current skills and experience and develop a customised structured workplace-based training programme to meet their individual skill enhancement needs
- analyse the business to determine their requirements of an Intern
- find the most appropriate match between Interns and Employers
- assign a Mentor to provide training, support and guidance throughout the programme and ensure progress is being made against the training plan
- ensure all visa requirements are being met

Where an Intern already has a workplace, we will work with the Employer and Intern to develop an appropriate workplace-based training programme and take the necessary steps to apply for the 407 Training Visa.

What does the Internship Program Consist of?

The purpose of the Internship is to provide Interns with the opportunity to enhance their skills in the relevant occupation. The training programme must be structured to meet the specific training needs of the Intern, and will be developed by ATL in consultation with the Intern and the Employer. It will include

- a skills audit to determine the Interns existing skills and training needs
- an outline of the objectives of the training programme
- the type of work activities involved in the programme
- training modules to be completed
- specific training tasks and activities to be undertaken throughout the programme
- the location of the training activities, including details of the various components
- details of the training duration and
- timeframes for the various training tasks
- details of all supervisors, trainers and/or assessors, including their qualifications and/or experience
- the planned learning outcomes and how they will be monitored and assessed.

Where to Now??

Call ATL on 1300 85 30 31 and organise an appointment for one of our representatives to come to you to discuss how an Internship could work for your organisation.