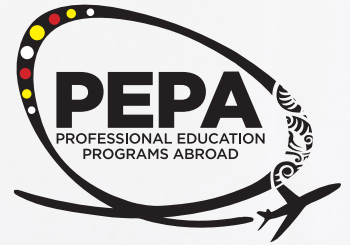


• Internship PROGRAMS

IN AUSTRALIA



Professional Education Programs Abroad (PEPA) offer current students or recent graduates the opportunity to participate in an international internship in Australia. We offer three types of innovative internship experiences including Paid Internships, Partially Paid Internships and Unpaid Internships. Our internships range from 8 weeks to 6 months in length and offer each participant a chance to gain real world experience in an exciting new location. This really will give you a competitive advantage over your peers and make your resume jump to the top of the pile!

WHAT TYPES OF INTERNSHIPS DOES PEPA OFFER?



HOSPITALITY INTERNSHIP PROGRAM

PAID 6 Months

The Hospitality Program is a paid internship program offered to candidates that are completing or have completed hospitality studies at a tertiary education level and have at least twelve months part time or six months full time* relevant hospitality experience. Positions are available in Food and Beverage, Front Office and Culinary. Candidates will complete their internship in a hotel, resort or restaurant in various tourist centres throughout Australia. These include but are not limited to Sydney, Melbourne, Gold Coast, Uluru, Alice Springs, Hamilton Island, Cairns, Broome, Cradle Mountain and Hobart. We individually select suitable host companies for each and every applicant. Each program is negotiated on a case by case basis to ensure that it is tailor matched to candidates educational background and professional objectives. You can choose your top three locations in order of preference and we will match you to a company in one of your location choices.

The Hospitality Internships are arranged on a full time basis with interns completing a minimum of 30 hours per week. Australian Award Wage paid training positions start from a minimum of AUD\$23 per hour. This wage may vary depending on the Host Organisation and internship hours.

Non-residents of Australia may be able to lodge an Australian Tax return, before they leave the country. You may be able to get back part of the money you have invested in our program in the form of a tax reimbursement. The average income tax refund that customers get is AU\$2,600!

All interns participating in the Hospitality Internship Program must complete an Australian Responsible Service of Alcohol (RSA) Certificate before commencing their internship.

EVENT MANAGEMENT & MARKETING INTERNSHIP PROGRAM

PARTIALLY PAID 5 Months

The Event Management & Marketing Program is a partially paid internship program offered to candidates that are completing or have completed Event Management/Event Services/Marketing/ Human Resources or similar studies at a tertiary education level and have at least twelve months part time or four months

full time* relevant experience. Positions are available across a number of areas in the Events & Marketing Industries Australia wide (flexibility on location required). Following a comprehensive interview process, you will be allocated to one of our partner host companies throughout Australia. Selections are made in all cases based on best available fit between the host company and your skill-set or academic background.

The Event management & Marketing Internships are arranged on a full time basis with interns completing a minimum of 30 hours per week. A partial payment amount between AUD\$600 to AUD\$1000 per month (depending on qualifications and previous work experience) will be provided to each intern.



PROFESSIONAL INTERNSHIP PROGRAM

UNPAID 8 Weeks

The Professional Internship Program offers candidates an opportunity to gain professional work experience and improve career opportunities in almost all academic fields of study. No previous work experience is required for this internship program. It is designed for young professionals that are just starting their studies or careers and want to gain some valuable international experience to add to their resume. Most of the Professional Internships are based in Sydney, Melbourne or Brisbane with interns able to choose a location based on their field of study.

The Professional Internships are arranged on a full time basis with interns completing a minimum of 30 hours per week.



**Experience can be made up of previous internships, work experience and paid work.*

WHAT'S INCLUDED IN A PEPA INTERNSHIP PROGRAM?

PEPA offer unparalleled personalized service

from enquiry to commencement including individualized pre-departure consultation, extensive in-country support, high-quality accommodations, and a range of exclusive activities designed to promote integration into the host culture. Our strong links with industry and government allow us to build these real-world work experiences, giving interns the opportunities to learn from leading experts and practitioners in their field.

PEPA Internship programs include:

- Development of a custom designed internship to meet your objectives and capabilities.
- Internship contract defining the internship program terms and conditions.
- Assistance with the visa process.
- Preparation and orientation package prior to departure.
- Regular counselling support services for the duration of your internship.
- Regular intern newsletter.
- 24/7 access to a PEPA staff member
- Airport transfer to your accommodation on arrival into Australia.
- Regular intern functions and activities
- Performance report supplied by the Host Organisation on successful completion of the program.
- Certificate upon successful completion of the internship.
- Supply of the necessary documentation to gain academic credit for existing studies if requested.



What are the advantages of completing an internship in Australia?



WHAT ARE THE ENTRY REQUIREMENTS?

PEPA facilitates quality, diverse, internship programs in Australia. We offer a holistic approach to our program development by providing comprehensive packages that bring together the key elements essential for a successful and engaging program.

Entry Requirements

HOSPITALITY INTERNSHIP PROGRAM

In order to be eligible for the Hospitality Internship Program candidates must meet the following requirements:

- **Age:** 18 – 30
- **Students:** Enrolled in a full time Hospitality or Culinary management tertiary course (minimum Diploma level), OR
- **Graduates:** A recent graduate (of a full time Hospitality or Culinary management tertiary course) within 18 months of graduation
- **Minimum Study Requirement:** Minimum 12 months study related to the nominated internship department obtained in the past 18 months
- **Work Experience:** Minimum 12 months part time or six months full time* related work experience in your field
- Desirable to currently be working in the selected internship area in your country

IMPORTANT: All interns who opt for the Hospitality Internship Program must present a copy of their Australian Responsible Service of Alcohol (RSA) certificate or complete the online Australian RSA course, prior to commencing their internship in Australia. The cost for the course is AUD \$110 and is payable by you and is not included in the program fees (Online course is available for Queensland, Northern Territory, Western Australia and South Australia. For New South Wales, Tasmania and Victoria, RSA has to be conducted on site after your arrival in Australia).



EVENT MANAGEMENT & MARKETING INTERNSHIP PROGRAM

In order to be eligible for the Event Management & Marketing Internship Program candidates must meet the following requirements:

- **Age:** 18 - 30
- Your Internship field must be directly related to your educational background
- **Students:** Currently enrolled in a tertiary course (bachelor degree or above), OR
- **Graduates:** A recent graduate within 12 months (at the time of visa submission) of course completion (bachelor degree or above)
- **Work Experience:** Minimum 12 months part time or 4 months full time* related work experience in your field



PROFESSIONAL INTERNSHIP PROGRAM

In order to be eligible for the Professional Internship Program candidates must meet the following requirements:

- **Age:** 18 - 30
- Your Internship field must be directly related to your educational background
- **Students:** Currently enrolled in a tertiary course (bachelor degree or above), OR
- **Graduates:** A recent graduate within 12 months (at the time of visa submission) of course completion (bachelor degree or above)

**Experience can be made up of previous internships, work experience and paid work.*

● INTERNSHIP PROGRAM DATES

Program Dates	2024	2025	2026
HOSPITALITY INTERNSHIP PROGRAM			
(6 Months)	May to November or July to January	May to November or July to January	May to November or July to January
Application Deadline	1 March 2024	1 March 2025	1 March 2026
EVENT MANAGEMENT & MARKETING INTERNSHIP PROGRAM			
(5 Months)	February to July or May to October or July to December	February to July or May to October or July to December	February to July or May to October or July to December
Application Deadlines	1 November 2023 for February start or 1 March 2024 for May or July start	1 November 2024 for February start or 1 March 2025 for May or July start	1 November 2025 for February start or 1 March 2026 for May or July start
PROFESSIONAL INTERNSHIP PROGRAM			
(8 Weeks)	June to August	June to August	June to August
Application Deadline	1 March 2024	1 March 2025	1 March 2026



WHAT TYPE OF COMPANIES CAN I INTERN IN?

HOSPITALITY INTERNSHIP PROGRAM

- Accor Hotel Group
- Hilton Hotels
- Hyatt Hotels
- Intercontinental Hotel Group
- Restaurant Groups
- Marriott Hotels
- Radisson Hotel
- Boutique Hotels
- Shangri-La Hotels
- Starwood Hotel Group



EVENT MANAGEMENT & MARKETING INTERNSHIP PROGRAM

- Innovative Sales & Marketing Firms
- Media & Communication Companies
- Events Businesses
- Convention Centres
- Wedding Planners
- Promotion & Sponsorship Organisations
- Functions Departments
- Entrepreneurial Companies
- Exhibition Services Companies

PROFESSIONAL INTERNSHIP PROGRAM

- Banks
- Finance & Accounting Firms
- Australian Start-ups & Small Businesses
- Design & Fashion Companies
- Property Development Firms
- Human Resources Companies
- Industrial Engineering Organisations
- Technology Companies
- Higher Education Organisations
- Logistics Companies



INTERN ACTIVITIES

INCLUDED ACTIVITIES DURING YOUR INTERNSHIP



**Orientation
Program**



**Welcome
Function**



**Farewell
Function**



**1 Day Cultural
Tour**

OPTIONAL ACTIVITIES YOU CAN ADD TO YOUR INTERNSHIP

AUSTRALIAN CULTURAL IMMERSION PROGRAM

3 NIGHT OUTBACK ADVENTURE

This program is designed to welcome you to the beautiful land and indigenous culture of the Australian outback. There are so many amazing adventures to be experienced in Australia, but this will be truly authentic! By putting the outback on your list of must visit places during your internship abroad you won't be disappointed! Trip Highlights include:

- Experiencing the wonder of the southern night sky! See the milky way clearly and make a wish on a shooting star!
- Immerse yourself in the world's oldest living culture and see cave art that is thousands of years old!
- Taste the outback food and spices during the award winning Sounds of Silence Dinner experience!
- Walk through the amazing field of lights installation which is larger than 7 football fields and feels like you are in a fantasy garden in the desert!

Add to the beginning or end of your internship program

3 NIGHT GREAT BARRIER REEF EXPERIENCE

This program is designed as a farewell to Australia program, giving you the opportunity to complete your internship program experience in an absolutely amazing location. One of Australia's most remarkable natural gifts, the Great Barrier Reef is blessed with the breathtaking beauty of the world's largest coral reef. Trip Highlights include:

- Take a ride through the rainforest on the longest skyrail experience in the world. Visit the village in the sky and see the amazing Barron water fall!
- Spend an exciting day on the Great Barrier. You'll enjoy snorkelling, introductory diving or certified diving with the friendly and professional crew onboard your tour and visit two different Great Barrier Reef sites!
- We will visit rainforestation to say G'day to the friendly Australian animals, where you will also get to hold a koala!
- Taste the wonderful seafood that this region is known for and toast to your time in Australia!

Add to the beginning or end of your internship program



For more information about these trips please visit: www.pepacific.com/#programs

● ACCOMMODATION & LOCATION

WHAT ACCOMMODATION OPTIONS CAN PEPA ARRANGE FOR ME?

Arranging accommodation in a foreign country can be daunting; PEPA wants you to enjoy your stay in Australia and take the hassle out of finding accommodation yourself, so we can organise all your housing arrangements before you arrive. Following are brief descriptions of the accommodation options available to you. Please note that these are preferences only, final accommodation will be at the sole discretion of PEPA based on the availability in your internship location. Accommodation prices are quoted separately upon enrolment into your designated internship program and are not included in your overall internship program fee.

Student Residential

We have a wide range of Student Residential accommodation which offers a unique opportunity to live and interact with students from all over Australia and the world. PEPA offers twin (2 people of the same gender in one room with two beds) shared rooms with shared bathrooms. Student Residential accommodation is usually located near a local University, shops, cafes and restaurant and include a shared kitchen and shared lounge. Internet and laundry are available at extra costs in most instances.



Apartment Style

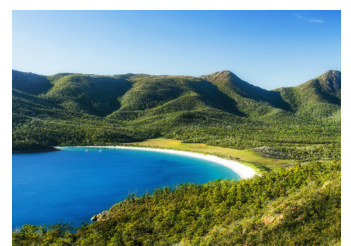
Apartment style accommodation is available in most major cities of Australia. Many students choose to share flats or units with other Australian students or young people and this option is popular for the independent interns who enjoy their own space. PEPA will source an apartment style housing option for you before your arrival into Australia. You will either have your own bedroom with own bathroom or a shared bedroom with shared bathroom. This will depend on your internship location. You will share the kitchen, lounge etc. Wifi is included in your apartment and laundry is usually available for extra costs.

You may choose a preference of either student residential or apartment style at the time of application and PEPA will try to place you in the accommodation type you listed, however depending on the city and location of your Internship sometimes depends on the preference available to book.



WHICH CITY IN AUSTRALIA CAN I INTERN IN?

PEPA works with companies and organisations all over Australia. Your placement could be in a big city, in a smaller regional town or even in one of the beautiful islands that dot our coastline. You need to be as flexible as possible with where your internship will be located. Most of the Professional Internship Program placements are in the three largest cities on the east coast of Australia. They are: Brisbane, Sydney & Melbourne. The Hospitality Internship Program and the Event Management & Marketing Internship Program are both offered Australia wide. All locations have been vetted by our staff to make sure they are secure, safe and sound for our interns. Imagine working in a hotel in the middle of the outback or organising events on an island in the Pacific Ocean! Australia is full of amazing locations for you to experience outside of the big cities where you can usually gain a more hands on experience. You can select your top 3 locations when you apply and you will be guaranteed to be placed in one of these.



STEP BY STEP GUIDE

1
Submit your documents for a free assessment

2
Submit your application form and make payment

3
We will customise an internship program especially for you!

4
We can help you with your visa and travel arrangements

5
You are ready to go - your Australian adventure awaits!



WHAT VISA DO I NEED TO APPLY FOR TO COMPLETE MY INTERNSHIP IN AUSTRALIA?

Students from the United States of America must apply for the 462 Work & Holiday Visa. The Work & Holiday Program provides opportunities for people between 18 and 30 to holiday in Australia and to supplement their travel funds through incidental employment. This visa allows a stay of up to 12 months from the date of first entry to Australia, regardless of whether or not you spend the whole time in Australia. Applicants from the USA can complete an internship on the W&H Visa for a maximum of six months: The applicant must provide PEPA with evidence of the W&H Visa prior to the internship start date.

There is an annual limit to the number of Work and Holiday visas issued to each country. Please refer to the Department of Immigration and Border Protection website for more information: www.border.gov.au

Once you have been offered an internship placement you can then go to this link to apply for your visa: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/work-holiday-462/first-work-holiday-462>



PROGRAM FEES

PEPA program fees include all administration costs related to the internship, Internship Program placement fees, Travel, Health & Liability insurance, 24/7 access to a PEPA staff member and included intern activities.

Hospitality Internship Program

6 MONTH Paid internship program for current students and recent graduates in hospitality with experience - fields F&B, Culinary and Front Office

- Application Fee: \$1,000
- Total Program Cost: \$9,000*

**This fee includes your pre paid application fee, internship program fees, Health insurance and your included internship activities.*

- What can I earn during my internship? \$20,000 approximately, plus a tax refund after completion of the program (once you return home and apply for it online).

Event Management & Marketing Internship Program

5 MONTH Internship program in Event Management or Marketing with a partial payment between \$600-\$1000 per month for current students and recent graduates with experience

- Application Fee: \$1,000
- Total Program Cost: \$7,000*

**This fee includes your pre paid application fee, internship program fees, Health insurance and your included internship activities.*

- What can I earn during my internship? \$4000 approximately, plus a tax refund after completion of the program (once you return home and apply for it online).

Professional Internship Program

8 WEEKS Unpaid internship program related to academic studies for current students and recent graduates with no experience

- Application Fee: \$1,000
- Total Program Cost: \$5,000*

**This fee includes your pre paid application fee, internship program fees, Health insurance and your included internship activities.*

Optional Australian Cultural Immersion Programs

- 3 night Outback Adventure: \$1200
- 3 night Great Barrier Reef experience: \$1000
(flights not included in cultural immersion programs)

IMPORTANT INFORMATION

- Application fee needs to be paid once PEPA confirms your application has been successful and has met all entry requirements.
- 50% of the program fees are also due at this time to activate your application.
- The remaining 50% is due when your internship placement is confirmed and terms and conditions are signed off by you

Application fee is non-refundable



All prices are quoted in Australian Dollars and are valid for the program dates listed in this brochure.

All PEPA Internship Programs are run in collaboration with our partners at Australian Internships.

All information contained in this brochure is correct at the time of printing but is subject to change without notice.



For more information on PROFESSIONAL EDUCATION PROGRAMS ABROAD Internship Programs please contact:

AMY PARKER

Founder & Director, Academic Development Specialist

+61 452 066 266 @ amy@pepacific.com www.pepacific.com

PEPA ABN: 14633110344

1. Personal Details

First name: Last name:

Sex: Male Female Age: Date of Birth (dd/mm/yyyy):

Home Phone: Mobile: Skype:.....

Email address: Home University:.....

Country of Passport: Country of Birth: Passport No.:.....

Have you ever been refused entry visa to a foreign country? If so, please list appropriate countries:
.....

If yes, please submit relevant paperwork (refusal letters) to amy@pepepacific.com

Do you have a pre-existing medical condition or a chronic or ongoing medical or dental condition, illness or disease either physical or mental? (Pre-existing medical conditions may not be covered by the health insurance provided by PEPA/Australian Internships) If so please list medical condition here:
.....

Home address

Street:

City: Postal Code: Country:.....

Emergency Contact (the emergency number must be from a family member or partner)

Name: Relationship (e.g. Mother, Father):
 Tick box if this person speaks English

Phone Number:..... or Language Spoken:.....

Email address:

2. Visa Details

Do you currently hold an Australian visa? Yes No If yes, visa and expiry date:

Which visa do you intend to complete your internship on: Working Holiday Visa – WHV

Other:.....

3. Internship Program & Details (select 1 program)

Hospitality Internship Program

Duration: 6 months full time I agree to remain flexible with my location

Preferred Start Date: May July

Preferred Department: Culinary / Kitchen Food and Beverage Front Office

Preferred Location (Please mark from 1-3 in order of preference): Sydney Brisbane Melbourne Australian Islands Australian Outback

Event Management & Marketing Internship Program

Duration: 5 months full time I agree to remain flexible with my location

Preferred Start Date: February May July

Preferred Position: Events Marketing

Preferred Location (Please mark from 1-3 in order of preference): Sydney Brisbane Melbourne Australian Islands Australian Outback

Professional Internship Program

Duration: 8 weeks, full-time

Preferred Start Date: June July

Preferred Location (Please mark from 1-3 in order of preference): Brisbane Melbourne Sydney

If the internship is a requirement of your university studies, please indicate any guidelines you must adhere to:

- Weekly signed reports Final report Supervision University contract/agreement (English only)
- Other – Please specify:

4. Accommodation Options

Which accommodation option would you prefer student residential apartment style I will source my own housing

5. Checklist – Application Documentation

- A completed and signed PEPA application form
- Copy of the photo page of your current passport
- Current Résumé or Curriculum Vitae in word
- Letter of Internship Objectives in word
- Academic Transcript
- Evidence of financial support (AUD\$2,100 p/month of your stay in Australia). This may include a copy of a bank statement of a letter of financial support from a family member.

Please scan and email your completed application form and documentation to amy@pepacific.com

6. Payment

We accept: Bank Transfer and Credit Card

The Application fee and 50% of your program fees will be due once this application has been processed and accepted by PEPA. You will have 7 days to pay these fees upon receiving an invoice from PEPA.

7. Terms & Conditions

- I have read, understood and accepted the terms and conditions of PEPA.
- I give authorisation for PEPA to contact all employers and referees listed on my CV.

Full Name of Applicant:.....
(Print full name)

Signature of Applicant: Date: