

**Unions NSW Response to Questions on Notice
NSW Inquiry in Volunteering and Unpaid Work Placements
18 September 2014**

What constitutes an appropriate unpaid internship?

We believe this is best outlined in the *Code of Practice* included in the Unions NSW Submission (pp. 10-13).

From any research that you have conducted or are aware of, can you nominate third party bodies that operate to link up those looking for internships opportunities and those organisations seeking to offer such opportunities?

Are you aware of any fees, charges or payments levied by third party bodies, can you list them?

Unions NSW are aware of a number of third party organisations that act as 'internship brokers' on a fee for service basis. All brokers' services attract a fee for interns. The websites of these companies do not advertise a fee for host employers and some highlight that it is completely free for the employer. Fees range from \$1,500-\$2,200. A non-refundable \$500 deposit is also taken by a number of the companies.

These companies pitch themselves to potential interns as an important link that ensures their internship is not exploitative. Some internship brokers outline employer expectations and offer a 'conflict resolution process' if needed.

The regulation that some of these companies claim to offer is consistent with the *Unions NSW Code of Practice*. However, Unions NSW believes that such regulation should not be conducted at a cost to interns who are already working for free.

Below is an overview of four internship brokers which Unions NSW is aware of. These companies are members of the *Australian Internship Industry Association* (<http://www.aiia.org.au/index.htm>).

Internships Australia

Fee: \$1,740-\$2,060 (with a discount for local students)

<http://www.internships.com.au/>

Internships Down Under

Fee: \$890 (\$350 deposit) + insurance \$7/week

<http://www.internshipsdownunder.com/>

Professional Internship Australia

Fee: \$1,675-\$2,175 (includes a \$500 deposit) + insurance \$84/month

<http://www.internshipaustralia.com.au/>

Professional Pathways Australia

Fee: \$1,500-\$2,200 + insurance \$2.50/day

A division of Monash College, a private company owned by Monash University

<https://ppa.edu.au/>

Host employers are not advertised on any of the companies' websites and are not revealed to the intern until an application has been received. Many of the advertisements are very vague in what the internship involves. Some intern advertisements could also represent advertising for positions that should be paid work as they are either entry level positions, or require the completion of productive work. Some examples are below.

From Internships Australia (<http://www.internshipaustralia.com.au/>)

Business Administration Internships in the Legal Sector

Great Opportunity in a Legal firm. Don't miss out on this fantastic opportunity!

To be considered you will have:

- Strong administration skills
- Good computer skills
- Functional written and verbal communication skills
- Good time management
- Organisational abilities
- Self-motivated
- Friendly personality
- Mature approach to work.

This position is unpaid for a minimum period of 12 weeks and would suit a current student or recent graduate seeking to gain practical workplace experience.

Administration Support for Global Learning Organisation

This exciting, hands on internship is your start in the industry and will provide you with a real practical learning experience in all aspects of Program Administration.

Based in the Sydney, you will enjoy the fast pace and challenging environment of this global business and you will thrive in their progressive culture.

This is an unpaid internship available for a minimum period of 3 months to 12 months commencing as soon as possible!

From Professional Internship Australia (<http://www.internshipaustralia.com.au/>)

5 Star Luxury Hotel Seeks Revenue Management Intern

- Location: Sydney
- Starting Date: Immediate
- Length: 12-26 weeks

5 Star Luxury Hotel in the heart of Sydney's CBD seeks Revenue Management Intern.

The successful candidate will have a finance background. You will:

- Assist in day to day reporting and month end reports using Microsoft programs
- Assist in managing room inventory and rate availability
- Collate data for project work for the Revenue Management Team
- Assist Reservations and Group teams where appropriate

Well Established Host Company in Sydney Seeks HR Intern

- Location: Sydney
- Starting Date: Immediate
- Length: 12-26 weeks

Well respected host company with large team in Sydney seeks HR Intern. The ideal candidate will have excellent English and good computer skills.

You will gain experience in:

- Interviewing skills
- Dealing with issues in the workplace
- Exposure to WHS aspects
- People Management