



Australian  
Institute of  
Professional  
Pathways

## Host Company Partner Information Guide

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DETAILS YOU MAY WANT TO  
KNOW ABOUT AIPP

A photograph of a business meeting in a modern office. A woman in a grey suit is standing and pointing at a flip chart titled 'Expenditure Type' which shows a bar chart. Two men in dark suits are standing to her left, looking at the chart. A man in a dark suit is standing to her right, looking towards the woman. In the foreground, there is a wooden conference table with some papers on it. The background shows large windows and a modern office interior.

**AUSTRALIA'S INTERN PROVIDER OF CHOICE &  
BOOSTER OF STUDENT EMPLOYABILITY™**

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# Australian Institute of Professional Pathways

## HOST COMPANY PARTNER INFORMATION GUIDE

## ABOUT US

The Australian Institute of Professional Pathways (AIPP) is a team of uniquely trained HR and business professionals put together since 2007 to help Australian host companies as well as local & international graduates to meet the intern staffing needs and work experience requirements of Australian in such a way that increases staff productivity in a targeted, cost-efficient and effective manner.

Similarly, we have been helping hundreds of students and graduates secure career outcomes that were previously unattainable through their own efforts. Our internship programs offer aspiring graduates a rare opportunity to facilitate their transition from study to successful career job.

Based on the feedback we have receive from our students & partners, we're confident that we provide the best professional internship program in the market because we make sure that our host companies always get the best out of our best suited Interns, for which we have countless success stories and testimonials to prove our claim from both Host Company Partners, and our Students.

In addition, for your reference our Public Liability Insurance Policy policy is provided below.

***We are here to help you to meet your business objectives through the use of a free Intern from AIPP. Our only hope is that we may have a long-term relationship with you, providing you many interns on a continued basis, and we will do all that we can to ensure your continued satisfaction with our Interns and our no cost services.***



## OUR BENEFITS TO YOU

*All you will need to do is interview an Intern we pre-screen for you, then they can start for you straight away. **It's that easy!***

### WHAT VALUE OUR INTERNS CAN ADD TO YOUR BUSINESS

Want a clearer idea of what an Intern could do for your organization? There are many benefits taking on an intern can bring to your organization. Here are just a few to help you start to see the opportunities that many of our existing Host Company Partners repeatedly experience:

1. **Extra hands on deck** – Reducing staff stress & increasing productivity
2. **Contributing to Society** – By helping the students gain work experience
3. **Breath of Fresh Air** – Gaining new, innovative ideas for your organisation from a fresh, insightful Intern
4. **Short Term Up Skill** – Gaining skills from the Intern that your current staff do not have
5. **3 Month Free Trial** – Getting the chance to 'trial' potential employees to make better graduate hiring decisions

## BE KNOWN AS A SOCIALLY RESPONSIBLE ORGANISATION

With your permission, it would be our honour to include your organisation in our list of Socially Responsible Organisations, thanking you for contributing to society in the form of assisting the student community gain the work experience they need.

## BE AWARDED AN EMPLOYER OF CHOICE AWARD

Additionally your organisation will be presented with an Certificate of Recognition from AIPP, which is something you are welcome to showcase on your website, etc., and generally include in your marketing material about your brand and organization, etc.

***AIPP guarantees that you will be satisfied with your AIPP Intern and we are proud to share that never in the history of our placements has a host company ever ended an internship placement early, which we like to consider as a testament to the quality of our no cost services we will provide you. If we provide you with an intern that does not meet your requirements, you're free to let your intern go early, and we will happily search for a more suitable, new Intern for you***



# OUR SERVICE DELIVERY PROCESS

**STEP 1** You tell us some details about your company or Internship Opportunity.

**STEP 2** You will be contacted by an AIPP Corporate Engagement Liaison Executive to confirm our understanding of your requirements.

**STEP 3** We will screen our database for suitable candidates or if need be, search within our array of partner education institutions for a suitable Intern on your behalf.

**STEP 4** Following your requirements, we will send you resumes for review.

**STEP 5** Once you have your shortlisted candidate/s, we will then organise a time with you for an interview.

**STEP 6** If the interview was successful, we will be creating an agreement (which we call Notice of Appointment) that your company representative and the intern needs to sign

**STEP 7** Intern will now start interning in your office and we will ask for your assessment based on how they progress during the program periodically.

**STEP 8** AIPP will continue to provide both your organisation and the Intern an ongoing support to assist in any way we can throughout the internship.

***That's it!***



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# AIPP HOST COMPANY PARTNER TESTIMONIALS



***Calls from AIPP to our business are always treated with high regard because AIPP provides us such a great service.***

Department Head, IT Firm

***The interns we have received from AIPP have always been very enthusiastic and shown great initiative. AIPP's staff and training programs really yield favourable interns, which we enjoy and value having in our team.***

IT Manager, Software Development Firm

***AIPP will continue to be a valuable source of human capital for us due to the professionalism through which they conduct their intern pairing service.***

Hiring Manager, Accounting Firm

***We have received 11 interns from AIPP to date, many of whom have progressed on to be supervisors at our firm and are some of our best performing employees. We will happily continue to host internships for AIPP candidates.***

CEO, Online Marketing Firm

***I have been pleasantly surprised by the professional attitudes and interview skills of AIPP interns on many occasions. AIPP's interviewees could well be some of the best trained on the market.***

Co-founding Partner, Tax Accounting Firm

***The interns AIPP has provided us have always worked very hard and shown great initiative. I wish our firm had more capacity to take more interns from AIPP.***

HR Manager, Engineering Firm

# ADDITIONAL INFORMATION

## THE INTERN'S QUALIFICATIONS

To be accepted into any of our programs, most of our Interns have completed a minimum of 2 years of at least a bachelor degree at an Australian University and in many cases our students have actually complete a master degree in their area of study from universities like UNSW, USYD, UTS, etc. In addition, most of our Interns already possess some work experience before they joined our program, so you can be confident that they will be able to make a valuable contribution to your organization.

## PAYMENT REQUIREMENTS

You are NOT required to pay the intern. Having an Intern is different to having an Employee. The interns are grateful and content to work for you in order to have the chance to gain the work experience they need to develop their professional skills that may help them succeed in their future job applications.

Some of our Host Company Partners decide on their own accord to pay their intern's transport expenses, or shout them out a lunch, or at the end of their internship to give them a small gift card, etc. These practices are all welcome, however none of these practices are expected either by AIPP or AIPP's candidates.

## FAIRWORK AUSTRALIA COMPLIANCE

Please rest assured of the legality of this unpaid work experience internship arrangement by letting us refer to the provision granted by the governing body on internships in Australia, Fairwork Australia, which states that providing an unpaid work experience opportunity / internship is *lawful* if the internship being provided is genuine work experience, essentially defined as being an arrangement where the intern may generally do some productive work on behalf of the host company, however generally speaking the intern is not considered to be in an "employment relationship", and the primary benefit of the internship flows on to the intern (through their observations / learnings / skill development, etc).

### *Fully Compliant With Fairwork Australia*



Fair Work Commission  
Australia's national workplace relations tribunal



# AIPP Certificate of Insurance



L5, 260 Elizabeth Street,  
Surry Hills NSW 2010  
Phone: 1300 249 268

## Certificate of Insurance Office Pack

**This Certificate:**

- is issued as a matter of information only and confers to no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Name of Insured	AUSTRALIAN INSTITUTE OF PROFESSIONAL PATHWAYS (AIPP) PTY. LTD. (ABN: 89607893096)	
Policy Number	118U307323BPK	
Policy Period	4.00pm Local Standard Time on 24 July 2017 to 4.00pm Local Standard Time on 24 July 2018	
Interest Insured	Office Pack Insurance	
Situation	Level 3, 478 George Street, SYDNEY, NSW, 2000	
Sum Insured	Public Liability:	\$10,000,000
Interested Party	None Noted	
Underwriter	QBE Insurance (Australia) Limited	
Signature		
Name of Signatory	Michael Gottlieb (BizCover)	
Capacity/Title	Director	
Date	24 July 2017	

**Please note**

This policy is issued subject to the insuring agreements, exclusions, conditions and declarations contained therein. The above information is accurate at the date of signature. No obligation is imposed on the signatory to advise of any alterations to the above information.

BizCover Pty Ltd (ABN 68 127 707 975; AR No 338440) is a corporate authorised representative of  
Mega Capital Pty Ltd (ABN 37 098 080 418; AFSL 238549).  
Mail to: Level 5, 260 Elizabeth Street, Surry Hills 2010;  
T: 1300 249 268 (1300 BIZCOVER) E: support@bizcover.com.au