



Student Volunteer Program

Tourism Australia encourages students who are passionate about marketing to participate in our Student Volunteer Program. You will naturally be a go getter and have abundance of initiative.

You will be given an opportunity to work alongside experienced industry professionals to gain insights and pivotal skills in the tourism and marketing sector.

The program commenced in 2003 and is part of Tourism Australia's industry development initiative to provide practical skills and training to students in order to build their professional work confidence and experience.

The program gives students the opportunity to undertake practical work experience in various business units of Tourism Australia's Sydney office.

The program provides opportunities to students in the following studies and career interests:

- Tourism
- Business
- Aviation
- Marketing
- Communications
- Research (marketing based)

Important Considerations

- o There is one intake of students each year and the total number of students within Tourism Australia is determined on a yearly basis.
- o Students are employed on a voluntary basis.
- o The length of placement for each student is on a case by case basis and will be negotiated with the applicant with regards to the needs of each business unit.
- o Minimum length of placement is one semester and the maximum is ten months, working two to three days per week during the university semester.

Essential Requirements

- Students must be enrolled at an Australian University as an undergraduate in a Business, Tourism, Marketing, Public Relations, Aviation or related degree.
- Students must be in second or third year of their studies.
- The program will be for a period of one year with two rotations. Each rotation will be for six months allowing you to gain an insight into our business and who we are. You will be required to work a minimum two days per week.

Recruitment and Induction Procedure

Applications open in October/November for the following year. Students usually commence their placement in conjunction with the commencement of the first semester of their university year.

Tourism Australia advertises its Student Volunteer program via Tourism Australia's corporate website. (www.tourism.australia.com), and also through some university notices.

Applications are reviewed by Human Resources and interviews are conducted from there.

Prior to commencement, successful applicants are required to read through and abide by Tourism Australia's company policies.

Tourism Australia hosts an internal induction day for all successful Student Volunteers.

Requirements

You will need to confirm with your Course Advisor that this program suits your course requirements and is aligned to your current studies. Student intake is dependent on business needs and is reviewed on a yearly basis.

Personal insurance coverage provided through your Educational Institution is also required. Proof of this coverage will be needed prior to commencement of the program.

Supervision of a Student Volunteer

Successful students will be provided with a mentor who will assist the student with the tasks they are assigned and to keep the work conducted both relevant and interesting.

Tourism Australia Events & Meetings

Tourism Australia Student Volunteers are invited to relevant staff social events. Students are also given the opportunity to attend internal and external meetings.

Regular Progress Reports & end of Student Volunteer Feedback

Regular meetings between students and the Student Volunteer Program Coordinator will take place to discuss progress and remain up to date on the other areas that students are gaining experience in. The students can also provide feedback on the relevance of work assigned and the Student Volunteer Program in general.

Student Volunteers can also voluntarily feedback and suggestions of improvement to the program once they have completed their experience.

Recording of Activities

At the end of the day, each student updates the relevant manager of the tasks completed (and those in progress).

Confidentiality

By virtue of the Student Volunteer Program, students are exposed to information relating or concerning business affairs of Tourism Australia, its members, employees, consultants, directors and any other information deemed confidential by Tourism Australia. Students are advised that such information must remain confidential and must not be discussed without consent of Tourism Australia. This condition also applies once students leave Tourism Australia. Confidential information includes, but is not limited to the Tourism Australia database.

Accordingly, student's discretion and candour regarding the sharing of such information is vital. Students are advised that if they are unsure whether a matter is deemed confidential or not they need to discuss this with their manager.

If a student is preparing a report on the business activities of Tourism Australia for a university assignment, they are required to have signed authority from the Business Unit Executive General Manager. Tourism Australia's Confidentiality Policy is within the Company Policy. All students are required to have read and agreed to the Company policy before the commencement of the Student Volunteer Program.

Rewards and Benefits

- Students are provided with the opportunity to meet and network with Tourism Australia Members
- Hours of work experience gained, counted towards the university course
- Certificate of participation.
- Documentation outlining the duration of the student's service and the tasks undertaken is provided.
- A farewell event is organised for students at the end of the program