



**English
Language
Company**

Sydney – Australia

Work programs manual

WORK READY



PROFESSIONAL
INTERNSHIP



AU PAIR
& DEMI PAIR



WORK & TRAVEL
PROGRAM



CONSERVATION
VOLUNTEERING



We can help students find work

English Language Company is famous for its work programs for students. Depending on their visa options and depending on whether they want to find part-time work in Sydney during their course, work around Australia, improve their future career opportunities through professional placements or volunteer in nature conservation projects, we have a program that will suit your students.



Why students who want to work and study choose ELC

1. Our **city centre location** (opposite one of Sydney's main train stations) makes it easy for students to travel between work and school.
2. Our **day and evening schedules** are timed to allow day students to finish in time to go to work and evening students to travel from work to school.
3. Our **Work Ready program** is available to all students for free when they start at the school and our work coordinator is always available to advise them.
4. We offer a **full range of work programs**: we cater for most work program enquiries, and many of our work programs can still be booked after arrival.

Visa & work rights facts

Working Holiday visa-holders:

(subclass 417) and Work and Holiday visa-holders (subclass 462)

- > can only work for the **same employer for maximum 6 months**.
- > **do not have any limitations on how many hours per week they may work**.

Those who study English for 1-8 weeks often use this initial time to get job ready: prepare their CVs, learn about the job market, practise job interviews and start applying for jobs.

Those who study English for 9-17 weeks often find a job during their course. In most cases, this job is part-time to fit around school hours.

After the end of their course some Working Holiday visa-holders **stay in Sydney to work** while others **travel around Australia**, funding their trip through casual jobs.

Note that Working Holiday makers who work for 3 months or longer in registered farm work in rural areas become eligible for a **second Working Holiday visa**.

Student visa-holders:

- > can work for up to **40 hours per fortnight** during their time at school. This is equivalent to an average of **20 hours per week**.
- > can work for up to **40 hours per week** during their holiday periods.

Many student visa holders have a part-time job and pick up extra shifts during their breaks from school.

Visitor visa-holders:

- > **cannot undertake work in Australia**
- > **cannot take part in a professional internship** as internships (even unpaid) are considered work placements in Australia.

This means they are not eligible for our Work & Travel, Professional Internships programs.

Au pair & demi pair placements are also not available to visitor visa holders: the common visitor visa is 3-month long and the minimum placement length as an au pair is 6 months.

Volunteering programs can however be carried out on a visitor visa.

Work programs options

	PROGRAM OVERVIEW	WHO CAN JOIN?	WHEN DO STUDENTS WORK?	LEVEL OF ENGLISH REQUIRED?
WORK READY (FORMERLY KNOWN AS "SWAP")	Work Ready is the perfect program for students who are looking for a paid part-time job during their English course in Sydney or a full-time job after they complete their course or during holidays. They will learn about typical jobs for students, receive job-search support and prepare for job interviews. This program is free and students will be given the option to purchase add-ons.	<ul style="list-style-type: none"> > Student visa-holders > Working Holiday visa-holders <p>Visitor visa-holders are welcome to attend the sessions but cannot work in Australia.</p>	<ul style="list-style-type: none"> > Part-time during their course. > Full-time after they complete their course for Working Holiday visa-holders only. 	No minimum level is required to use this service. However, a minimum of intermediate level will be required for most jobs in Sydney.
WORK & TRAVEL PROGRAM	Our partner Working Holiday agency offers a full range of services to meet any traveller's needs. It is ideal for applicants who wish to travel all around Australia while receiving support from experts as well as casual paid job offers to help them fund their trip.	Working Holiday visa-holders only.	After they complete their course.	Upper Intermediate upon completion of the English course.
PROFESSIONAL INTERNSHIP	A professional internship is a great stepping stone to a student's career success. These unpaid professional placements are longer-term, in the student's desired field and are designed to help students develop their skills in their areas of studies.	<ul style="list-style-type: none"> > Working Holiday visa-holders > 407 and 408 visa candidates (strict eligibility criteria apply) 	After they complete their course.	Advanced upon completion of the English course.
CONSERVATION VOLUNTEERING	Nature lovers wishing to discover rural Australia, travel off the beaten track and make a difference by contributing to protecting the Australian environment will love our Conservation Volunteering program. Very flexible and open to all, it is also a great way to travel on a budget: the work is unpaid but all expenses are covered!	Everyone! (even visitor visa-holders)	After they complete their course.	Pre-intermediate upon completion of the English course.
AU PAIR & DEMI PAIR	Being an au pair is taking part in an exchange: a cultural exchange - as the student will become part of their Australian family - and an exchange of services whereby he/she helps with nanny or baby-sitting duties as well as light housework and cooking in exchange for accommodation, meals and pocket money .	<ul style="list-style-type: none"> > Working Holiday visa-holders > Student visa holders (demi pair only) 	<ul style="list-style-type: none"> > Demi pair part-time during their course. > Au pair full-time after they complete their course. 	Intermediate by the time the au pair or demi pair experience starts.

Work Ready Program



Our Work Ready Program (formerly known as SWAP) is a free service ELC provides to all students who would like to find casual work in Sydney. We have a dedicated counsellor with whom students can discuss employment as well as receive practical training for the workplace.

When does the program take place?



Orientation

Every week, our Work Ready coordinator runs orientations for new students who are planning to work in Australia. These cover:

- > Opening a **bank account**
- > Applying for a **Tax File Number**
- > Choosing a **mobile phone plan**
- > Preparing a **resume**
- > How to **apply for a job**
- > **Information** on work available

Support

Students can meet with our work coordinator individually to:

- > Have their **resume checked**
- > Get help completing an **application form**
- > Enquire about **tax**
- > **Receive advice** on a contract or pay

Language skills

ELC offers a number of elective classes (Special Focus Modules) and optional classes (English Extras) which focus specifically on English for the workplace. Attending these will greatly help students to access jobs.

English for work classes

Business English

This class is designed for students who work or would like to work in a company where a good level of spoken or written English is required. Lessons focus on practical English skills for the international workplace as well as specialist vocabulary for a range of industries and professions.

“Work Ready” English Extras

These classes are perfect for students who need English to work in a bar, hotel, restaurant or other typical student jobs. Topics include: understanding instructions, answering enquiries, speaking on the telephone, dealing with problems and customer care.

Typical Student jobs:

- > Working in a restaurant as a waiter or kitchen hand
- > Cleaning
- > Food preparation and sales
- > Cashier
- > Deliveries

Complements to Work Ready

In addition to our free Work Ready program, students can purchase some of the following services directly from ELC once they have arrived at school:

Student Job Database

We have teamed up with the provider of **Australia's largest database of casual jobs** to provide a job alert service for ELC students. Students can create a profile and resume online, receive information about work available to suit their timetable and skills and apply online. The membership fee is payable at ELC after arrival.

Practical skills: student can book one of these short (1 day or half a day) training courses and receive the required certificates

RSA



The Responsible Service of Alcohol certificate is **compulsory** for all bar staff as well as waiters working in restaurants that serve alcohol in NSW.



BARISTA SKILLS



Australians love their coffee! This means trained baristas are in high demand. On this course, students will learn how to use a commercial coffee machine, dosing, texturing milk and how to prepare 12 different coffee types.



BAR SKILLS



This course covers skills such as learning how to control cash, credit card transactions, pour beers, present wine, make mixed drinks and cocktails and deal with difficult customers.

WAIT STAFF SKILLS



This course is for people who are looking for work in the Food & Beverage industry and need to learn to walk with a tray, carry plates, set tables and much more.

WHITE CARD



To work on a building site in Australia it is a **requirement** that workers hold a current General Induction Card, also known as a "White Card". The training course covers topics such as Health & Safety in the workplace, hazard identification & workplace emergency.

FOR MORE INFORMATION STUDENTS CAN JOIN OUR WORK READY ORIENTATION ON THEIR FIRST WEEK AT SCHOOL.

Work & Travel program

WORK
+TRAVEL
COMPANY



Work and Travel Company (WTC) is a dedicated Working Holiday (WH) agency offering a comprehensive package of services to meet all of the needs of WH visitors to Australia - including access to casual jobs and helping students fund their travel around the country during their gap year.

Why join WTC?

Joining WTC means peace of mind for WH makers. WTC has over 15 years' experience providing support to thousands of WH makers each year. Beyond the job service, WTC offers a full range of services to assist members throughout their WH experience. All those services are listed on the next page.

WTC's Job Assistance Service

After the end of their English course, students will have access to the job service. WTC helps its members in their work search in 3 different ways:

Job Desk

WTC operate an in-house job agency that fills thousands of jobs per year. Members should stay in touch with the job desk regularly to update the staff on their availability and be offered work.

Online Job Board

WTC provide a members-only **online job board**, where members will find **backpacker-friendly jobs** and farm work all around Australia. The jobs listed (without contact details) are accessible to all at: <https://www.worktravelcompany.com/jobs>

Farm Work Resources

Farm Work Resources are **accessible through the Member's Portal**. There are also postings on the online job board to help members find the right farm work to qualify for a second year visa.

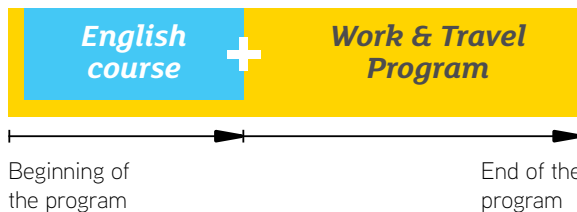
This means WTC members will receive help finding jobs no matter where they are in Australia, with a strong focus on Sydney, Melbourne and the major cities. Note that most jobs are unskilled, short term positions that are perfect for travellers. The average pay rate is \$22/hr. Members should remain flexible regarding job type as well as location and commute time to enable them to get the most job opportunities.

Eligibility criteria

- > **Visa:** This program is available to students coming on a **Working Holiday visa only**.
- > **English level:** A minimum of **upper intermediate** level of English upon completion of the course at ELC is necessary to qualify for the program. Note that some jobs require a higher level.
- > **Application time:** This program can only be booked **before arrival in Australia**.

Typical WTC jobs can be in

- > Hospitality
- > Labouring
- > Customer service
- > Agriculture & fruit-picking
- > Hotels & resorts
- > Factories
- > Promotions



When do students receive their various WTC services?

- > **Before arrival:** arrival handbook, welcome email with bank account information and Australian phone number, access to members portal.
- > **First week at school:** individual appointment with a WTC consultant, TFN application and introduction to services.
- > **After the end of the English course:** full orientation to the WTC services, access to the Job Assistance Service.

WTC services include:

Pre-arrival information: Students receive a Work & Travel handbook to help them understand the services they will receive and prepare for their experience Down Under.

Bank account: Members receive details of how to open their fee free bank account three weeks prior to their arrival, so they can set up their account and transfer money before they leave home. The ATM card will then be available for collection from the bank upon arrival.

Sim card: The member's phone number will be e-mailed to them before they leave home, so they can communicate it to their family and friends. They will receive their sim card in their first week at school.

Tax File Number: A TFN allows someone to work legally in Australia. Members receive assistance applying for their TFN in their first week at school.

Private Mailbox: The WTC offices are the members' home away from home: a general mailbox will be opened in the student's name with free mail holding and the possibility of an additional mail forwarding service.

WiFi: Members can access free unlimited WiFi in the Sydney and Melbourne offices.

Admin: Members can access free scanning, faxing and photocopying in the Sydney and Melbourne offices.

Expert advice: With years of experience operating in the backpackers sphere, the WTC team can offer invaluable advice every step of the way, whether it be about accommodation, buying a car or travelling...

24/7 Emergency assistance: Whilst travelling members can call the office anytime during office hours. In case of emergency, they will also have a free 24/7 emergency assistance number.

Activities: WTC has regular free social activities, and discounted events for members to attend.

Travel: Each of the WTC offices have a travel desk, where members can book their travel, accommodation, and activities. They also offer free travel talks and provide advice on where to travel and when.

Goodies: Because we all love goodies.



GAIN WORK
EXPERIENCE
IN AUSTRALIA



MAKE THE MOST
OF YOUR WORKING
HOLIDAY YEAR



EXPERT SUPPORT
FOR 1 WHOLE YEAR



STUDY,
WORK
&
TRAVEL



Professional Internship

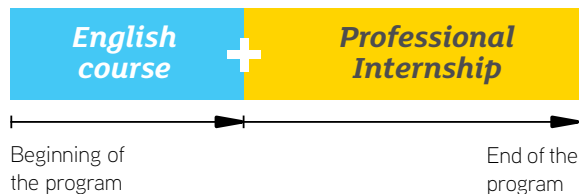


ELC has partnered with Australian Internships (AI) to offer English + Internship packages for students. AI organise work placements in almost all academic disciplines with more than 5,600 Australian host organisation and government departments. Internships provide unique opportunities for students and professionals seeking specialised training and experience in Australia.

Program outline & eligibility criteria *(watch * sign for exceptions)*

- › **Age range:** Students need to be aged 18-30 years old to qualify for this program.
- › **English level:** Applicants need to have an advanced level of English by the time they start their internship. ELC will assess candidates' level of English at the time of application and recommend an appropriate study length.
- › **Educational background:** The internship field needs to be directly related to the applicant's educational background in an academic field. Applicants need to be enrolled in a tertiary course or be a recent graduate within 24 months of course completion.*
- › **Full-time program:** Part-time internships during the English course cannot be organised under this program.
- › **Start date:** Internship placements are tailor-made to suit applicants' requirements. Most students ask for a start date the week after the their English course ends for a seamless package and this can generally be organised but might depend on host the company's requirements).
- › **Length:** Applicants can choose their internship length, generally between 6 weeks and 6 months.*

When does the professional internship take place?



Why do a professional internship?

A professional internship can be a tremendous stepping stone for a student's career. Through an internship, students can:

- › Internationalise their CV
- › Develop workplace English skills
- › Gain valuable experience within their field
- › Obtain credit for their existing studies
- › Gain recognition within their profession
- › Become more independent and confident
- › Gain a deeper cultural understanding
- › Develop industry contacts
- › Improve their career opportunities

Applicants eligible for a Working Holiday visa

- › **Visa:** Students should travel on their WH visa and will stay on the same visa for their English course and their internship period. They can study English for 4 to 17 weeks depending on their needs to prepare for their internship.
- › **Lead time:** The lead time to organise a placement (from application with all supporting documents to internship start date) is generally 3 months.*
- › **Earning money:** All internships are unpaid. However, interns have the right to work in a weekend or evening part-time job to help them fund their stay.

Applicants NOT eligible for a Working Holiday visa

- › **Visa:** Students should either travel on a visitor visa (for a 4 to 12-week English course) or on a student visa (if they need more than 12 weeks of English). Towards the end of their English course, AI will organise their 407 or 408 special program visa application. Note that strict eligibility criteria apply for these visas.
- › **Lead time:** The lead time to organise a placement (from application with all supporting documents to internship start date) is generally 4 months.*
- › **Earning money:** Internships are unpaid and interns will not have the right to work in another job during their internship period.

*Refer to the next page for an overview of the different program types and specificifications for each.

PROFESSIONAL INTERNSHIP PROGRAM

The general Professional Internship Program is AI's most common program: it offers candidates an opportunity to gain professional work experience and improve career opportunities in most academic disciplines and a wide range of industries through tailor-made placements.

Duration: 6 weeks to 6 months

Lead time: 3-4 months

Location: Any major Australian city according to the applicant's choice.

The vast majority of applicants' enquiries will fall into this program option.



OTHER INTERNSHIP PROGRAM STREAMS

In certain fields (listed below) AI run distinct programs for which special pricing, conditions or restrictions might apply:

PROFESSIONAL INTERNSHIPS IN THE STEM FIELDS



The following specifics apply to internships in the fields of Science, Technology, Engineering and Mathematics:

- > Candidates must be flexible with location
- > Placements are 3 to 6 months long
- > Higher program fees apply

STIPEND INTERNSHIP PROGRAM



Placements in the fields of HR, Events and Marketing

- > For Working Holiday visa applicants only
- > For recent graduates with minimum 4 months work experience in the relevant field
- > Placements are 20 to 26 weeks long
- > Paid a stipend of \$600-\$900 per month.

AGED & DISABILITY CARE INTERNSHIP PROGRAM



Placements within the aged & disability care sector

- > Candidates must be flexible with location
- > Placements are 6 to 12 months (6m for WH)
- > Paid \$16-\$20 per hour.

HOSPITALITY INTERNSHIP PROGRAM



Placements within the hospitality sector (Food & Beverage and Front office)

- > Candidates must be flexible with location
- > Placements are 6 to 12 months (6m for WH)
- > Longer lead time: 4 months for WH visa applicants or 6-8 months 407 visa applicants
- > Paid \$16-\$20 per hour
- > Both studies and minimum 6 months work

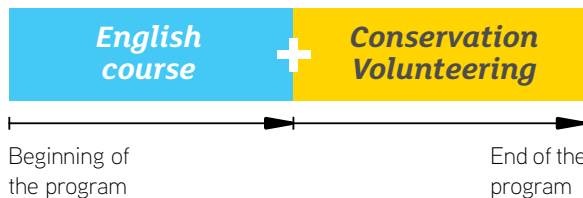


Conservation Volunteering



ELC & Conservation Volunteers Australia have teamed up to offer students & travellers from all over the world a great study + volunteer package. This program is ideal for students who wish to improve their communication skills in English, study and work with participants from all over the world, discover Australia and take part in exciting conservation projects to protect, preserve and restore our unique and beautiful environment.

When does the volunteering experience take place?



Why volunteer in Australia

- > The opportunity to **learn about conservation issues** in Australia.
- > Opportunities to **visit places tourists don't normally see**, including remote areas.
- > Practical conservation **skills training provided** as part of each project.
- > The chance to make a volunteer contribution, **earn references and certificates**.
- > **International team-based experience** – living with up to 10 volunteers from around the world
- > **Certificate of Appreciation** on completing the program
- > **Cost-effective** option for travellers
- > **Fun!**

WILDLIFE

Projects rarely involve direct contact with animals. However participants will have plenty of opportunities to spot wildlife: they will receive a wildlife guidebook and their team leader will point out wildlife and help identify species.



FLEXIBLE & BUDGET INTERNATIONAL WORK EXPERIENCE

- > Available on most visas
- > Low minimum level of English
- > Low costs with most expenses covered



Program outline

- › **Start date:** The conservation experience starts every week.
- › **Length:** The program runs in weekly blocks and applicants can choose to join for any duration from 1 week to 25 weeks. Most members join for 4 to 8 weeks.
- › **Location:** Projects take place in rural areas but the program departs from any of the agency's offices around Australia. Most ELC students start their experience from the Newcastle office, located a 2^{1/2}hr train ride from Sydney.
- › **Group size:** Participants will be allocated to teams of up to 10 volunteers guided by 1 team leader.

Conservation projects & activities

Each week members are grouped in teams of up to 10 and assigned to a particular project. Conservation Volunteers **cannot offer applicants a choice of projects**, as these vary according to seasonal conditions and conservation priorities. However they endeavour to offer a variety of projects or locations for each participant. As an indication, in a 6-week conservation experience, members will generally visit at least 3 different project locations, and will usually undertake 2 or 3 different types of project activities. Typical activities include:

- › Tree planting
- › Conservation fencing
- › Walking trail construction
- › Heritage restoration
- › Wildlife surveys
- › Protection and restoration of native plant habitats
- › Seed collection



Eligibility criteria

- › **Visa:** There are no particular visa requirements for this program: participants can undertake a study + volunteer experience on either a visitor visa, a working holiday visa or even during their holiday period on a student visa.
- › **Level of English:** To join the program applicants must first complete a minimum of 4 weeks of English study at ELC at pre-intermediate level or above.
- › **Age, level of fitness & medical conditions:** This is an active program. It is suitable for adult participants aged 18-70 with a reasonable level of fitness.
- › **Skills:** No specific skills are required. Each week the team leader will provide training on-site.

Accommodation, meals & transport

This program includes accommodation, meals and transport every day (including on weekends) for every participant.

Accommodation

Accommodation varies according to project and location: typical accommodation can include caravans, hostels, shearers' quarters, bunkhouses and camping.

Meals

Food is supplied and the program relies on every volunteer to help with the preparation of meals and cleaning up of dishes, plus some domestic duties as required.

Au pair & demi pair



Being an au pair is a cultural experience in which in exchange for helping out with childcare or nanny duties and light housework students are welcomed as a member of the family, given full board accommodation in their own room and receive pocket money.

Why become an au pair?

Being an au pair is a great chance to:

- › Get a taste of the host family's cultural and social life
- › Improve one's English language skills through daily conversations
- › Be a 'big sister' to the children in the Australian family

Au pair or demi pair duties

Au pairs should help with childcare and light housework. Each family have their own requirements but typical duties include:

- › Wake the children in the morning and get them ready
- › Prepare breakfast and lunch for the children & clean up dishes from meals
- › Take children to/from school
- › Carry out some tasks such as shopping and light housework
- › Assist the children with their homework
- › Initiate and supervise play
- › Help the children with their bath and bedtime routine
- › Baby sitting

Eligibility criteria

Eligibility criteria include:

- › Be aged 19-30, unmarried, non-smoker & with no children
- › Have a minimum of 200hrs of childcare experience (such as baby-sitting, tutoring, coaching, etc...)
- › Have an intermediate level of English upon starting the au pair experience
- › Have no criminal record (police check required)
- › Be able to commit to an au pair placement of minimum 6 months with the family (up to 12 months)
- › Be flexible, friendly and open-minded



WHAT IS "DEMI PAIR"

Demi pair is a "part-time" version of au pair. This is a great option for students who would like to study at the same time as being an au pair.



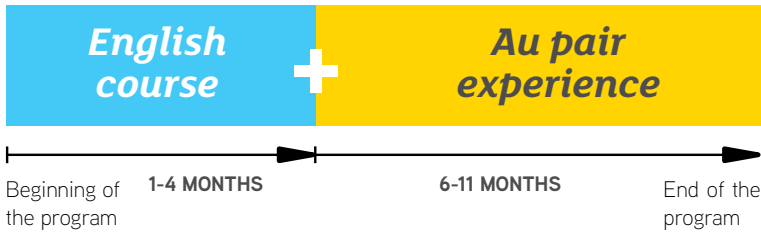
HOW MUCH DO AU PAIRS GET?

The pocket money ranges between \$100/w and \$360/w depending on the program chosen (as the number of hours of help au pairs provide varies).

Various program options

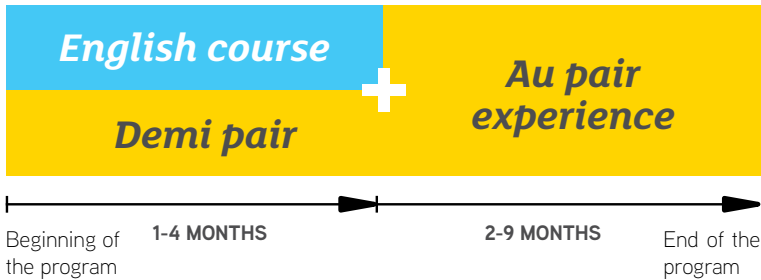
To suit all student profiles ELC and Smartaupairs have custom-built 4 programs for students to choose from:

Program 1



- Available to applicants who:
- > Are eligible for a Working Holiday visa (subclass 417) or a Work and Holiday visa (subclass 462)
 - > Have a pre-intermediate level of English minimum

Program 2



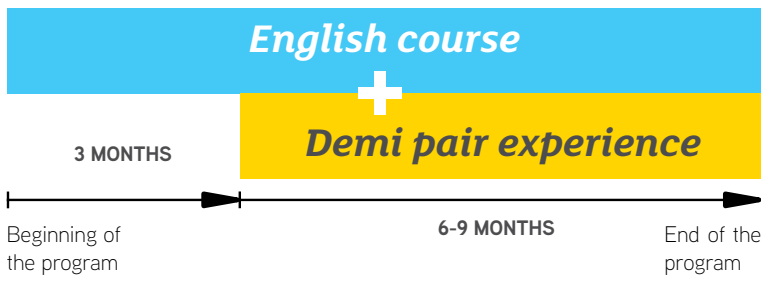
- Available to applicants who:
- > Are eligible for a Working Holiday visa (subclass 417) or a Work and Holiday visa (subclass 462)
 - > Are applying minimum 3 months before program start
 - > Have an intermediate level of English minimum

Program 3



- Available to applicants who:
- > Will come on a student visa
 - > Are applying minimum 3 months before program start
 - > Come from a country that does not generally experience visa delays (check with ELC for current list)
 - > Have an intermediate level of English minimum

Program 4



- Available to applicants who:
- > Will come on a student visa
 - > Have a pre-intermediate level of English minimum
- This program is a good alternative to program 3 for applicants who either:
- > Are applying less than 3 months before program start OR
 - > Come from a country that generally experiences visa delays (check with ELC for current list) OR
 - > Have a pre-intermediate level of English

Coming back to school?

Many Au pairs on programs 1 and 2 choose to come back to school for 2-8 weeks towards the end of their stay in Australia in order to further enhance their level of English. This way, they can go back home with an ELC certificate showing their level upon completion of their whole Working Holiday experience or even prepare for an internationally-recognised certificate.