



## **WORK & STUDY PROGRAM OVERVIEW**

### **What is the Work & Study program?**

The Work & Study program provides a range of services to assist overseas students with finding paid work in Sydney. In addition to assisting you with getting a job, the Work & Study program is intended to familiarise applicants with the Australian work environment. This is an exciting opportunity for anyone who wants to work and study in Australia.

The Work & Study program is available with any English program to Student Visa and Working Holiday Visa holders. Students will attend daily Intensive English classes at Access Language Centre, Sydney (General English, Academic English, Business English, IELTS and Cambridge preparation) and follow a regular timetable from Monday to Friday (8:30 am – 12:50 pm or 8:30 am – 2:30 pm). Students may start their English course any Monday during the year, and the length of a program varies between 8 and 52 weeks.

### **Work & Study Job Placement Service**

The Work & Study program includes assistance with building a resume, the establishment of a tax file number, work permission (for Australia Student Visa Holders), job formalities, and other information related to working in Australia. We help students get through all the bureaucracy and paperwork to start working.

Students are guaranteed up to three job interviews in the hospitality industry. Job placements include bar staff, barista, function waiter, guest relations etc. Job interviews will be held in the first 4 weeks of arrival or when a pre-intermediate level of English is attained. The average pay is AU\$ 12-18 per hour.

## **Who can apply for this program?**

Students 18 years old and over who possess at least a pre-intermediate English level. Applicants are required to take a pre-enrolment entry test; this will help us ascertain that they are the right level for the program. If insufficient, the students will be required to study a certain number weeks of Intensive General English before starting the Work & Study program.

Full applications must be received at least two months in advance and the students need to register for a minimum of 8 weeks for an English language course at Access Language Centre, Sydney. Other essential requirements include good health as well as a cheerful and willing attitude. Upon arrival, two checkable references will also be required from the applicants.

## **Types of visa**

Working Holiday Visa: Students on a Working Holiday Visa are only allowed to study for a maximum of 16 weeks and there are no restrictions to the number of working hours allowed. Working Holiday Visa holders will have to organise their own medical insurance.

Student Visa: Student Visa holders can study and undertake the Work & Study program for a maximum of 52 weeks, and they are limited to working 20 hours per week. Student Visa holders have to register with OSHC, the compulsory Australian student medical insurance. It is important that Student Visa applicants understand that the primary purpose of the Student Visa is to study, not to work. Therefore, the work they undertake cannot interfere with or take priority over their study.

## **Support and management of the program**

Students are matched with employers based on their requests and the employers' needs and availability. Before the interview, students will be provided with a profile of their employer outlining the hours and tasks the employer would like the student to undertake. Students will be provided with an orientation into the program.

The Work & Study Coordinator is in frequent contact with both the employer and the student to ensure the placement is going smoothly. Support and counselling is available to students at all times to help them in case of communication problems with the employer or any other problem.

## **Work & Study program fees**

Work & Study Job Placement Service: \$400

## **Job Essentials Training**

Improve your chances of finding hospitality work with some short course industry qualifications. Most employers will ask for them.

Responsible Service of Alcohol (RSA) Certification - This course is approved by the Liquor Administration Board (LAB) and designed to prepare employees to meet Australian requirements for the service of alcohol. This is a mandatory qualification for work in licensed premises. Cost: \$80\*

Function Service Skills (FSS) Certificate Preparation Course – Function Service Skills course is a skills workshop for people who have no or limited practical work experience in food & beverage service and need to address identified skills gaps. Cost: \$90\*

Barista Training – This course offers professional training in espresso coffee making and the fundamentals of business management. A Certificate of Achievement is issued to all successful candidates. Cost: \$90\*

\*Indicative prices.

## **Work & Study Program Terms and Conditions**

By completing the application form, indicating that you are going to participate in the Work and Study program and/or paying the appropriate fee constitutes full acceptance of the following terms and conditions. Applicants for the Work & Study program must complete a minimum 8 weeks of English tuition. They must reach a pre-intermediate level of English to be accepted on the program, Access Language Centre, Sydney will determine the English level. For insurance purposes, applicants will be covered by work insurance cover pertaining to the place of work. Access Language Centre, Sydney will not be liable for any workplace accident or compensation. Any dispute arising from the work place will be a matter between the employer and employee. Applicants are required to have a valid Working Holiday visa or Student visa. Conditions of work and rates of pay will be determined by the employer. Applicants must supply the following to the employer: a copy of the student's visa, a copy of the passport, a copy of the RSA certificate (if requested), bank account details and tax file number. Applicants are required to submit a resume where required, present for interviews in an appropriate manner and meet to the best ability work commitments. Applicants are required to complete all contractual documents and return them to the employer within 7 days. The Work & Study program has met its obligations to the participant where three job interviews have been arranged, whether or not a job offer has been made. If applicants withdraw from the program at any stage, no refund will be made. If applicants are offered a job, there is no further obligation for the Work & Study program to arrange interviews for other jobs or with other employers. If the applicant is not successful after three job interviews, no refund will be made. If the applicant is successful and rejects an offer, no refund will be made. Refunds are at the discretion of Access Language Centre, Sydney and are subject to participants meeting the above requirements.