



## New Colombo Plan Internship and Mentorship Network A Guide for Businesses and Other Organisations

The New Colombo Plan is a flagship Australian Government initiative providing new opportunities for Australian undergraduate students to study and undertake internships and mentorships in the Indo-Pacific.

It aims to lift knowledge of the region in Australia, build leadership skills, and foster people-to-people and institutional relationships. Further information is available at [www.dfat.gov.au/new-colombo-plan](http://www.dfat.gov.au/new-colombo-plan).

The New Colombo Plan comprises of a **scholarships program** for study of up to one year and internships or mentorships, and a flexible **mobility grants program** for short and longer-term study, internships, mentorships, practicums and research.

The New Colombo Plan Secretariat in the Australian Department of Foreign Affairs and Trade is seeking the involvement of businesses and other organisations in the New Colombo Plan to provide internship and mentorship placements and champion the value of study and work in the region. Offering internships and mentorships connects businesses and other organisations with talented young Australians and promotes their organisation to Australian universities and students.

### What are NCP internships and mentorships?

Internships and mentorships are a hallmark of the New Colombo Plan.

An **internship** is a paid or unpaid professional work experience in which a student has intentional learning goals relevant to their academic qualification and professional development. Internships offer students the chance to test their skills in real-life situations, gain an insight into an organisation and career path, and build professional networks. Internships can include clinical placements or practicums. Internships may be undertaken on a part-time basis concurrent with study at a Host Institution and/or on a full-time basis (for a maximum of six months) prior or subsequent to study at a Host Institution.

A **mentorship** is a personal development relationship where a business professional or academic helps guide a student in her or his study or work to support learning and professional growth. Mentorships may only be undertaken on a part-time basis concurrent with full-time study.

Any internships and mentorships must be recognised as part of a student's approved New Colombo Plan program.

### How are internships and mentorships arranged?

The New Colombo Plan is flexible, allowing business and Australian universities/students to work together to design internship and mentorship programs. Universities, students and host organisations can agree on the following:

- Placement of appropriate students – for example, certain organisations may choose to host interns from a particular academic discipline, or draw on their own selection preferences to identify the most appropriate candidates.
- Internship length – this can vary depending on the host organisation's preference and the duration of the student's New Colombo Plan program.
- Scope of assigned responsibilities, intended learning outcomes and method of evaluating performance – this would include, as relevant, university requirements for awarding academic credit or recognition.
- Details of office placement and remuneration (if applicable). Host organisations are not responsible for insurance but can discuss other conditions as relevant.

Internships and mentorships may be developed on a case-by-case basis, and in other instances, for a number of students. This means that businesses and other organisations can decide the length and type of internships and mentorships they offer, to maximise value from the arrangement. Examples of internships and mentorships that businesses may offer include:

- **Law firm** internships to a number of law students participating in the New Colombo Plan scholarship program, following the completion of their in-country semester-based study.



- **Bank or financial services** internships or a practicum for a group of Australian commerce students to be undertaken as part of the students' New Colombo Plan mobility program.
- A laboratory at an institution in the Indo-Pacific region and an Australian university may agree on a **clinical placement** for six pathology students each semester.
- **Consulting company** mentorships to students from a range of disciplines participating in the New Colombo Plan in one of their offices in the region.

### Resources for Host Organisations

While the New Colombo Plan Secretariat does not arrange individual internship/mentorship placements, it has developed the following practical tools to assist businesses and other organisations interested in taking on interns and mentees:

- A summary of the roles and responsibilities of students, universities, host organisations and our support services organisation.
- The New Colombo Plan Internship and Membership Network – an online database of internship and mentorship opportunities (see below).

### Roles and responsibilities

#### New Colombo Plan students

Students are responsible for negotiating and confirming their internship or mentorship, including finalising an agreement by the student, host organisation supervisor and home university. Students are also responsible for:

- seeking additional academic credit for their internship (this is not mandatory when undertaken with a period of study, but is mandatory if the internship is not associated with a period of study)
- ensuring they or their home university, have arranged appropriate visas and insurance cover for the duration of their New Colombo Plan experience.

#### Australian Universities (or 'Home Universities')

Australian universities liaise with their students and potential host organisations to ensure a suitable learning proposal

and other arrangements are in place, in line with their own specific requirements (for example, insurance). Mobility program student safety and welfare is managed by home universities, and in the case of New Colombo Plan scholarship recipients, by home universities and a support services organisation (Scope Global).

#### Host Organisation

A host organisation may be a company, business, government department or agency, not-for-profit organisation or research organisation. Host organisations are expected to offer interns a welcoming, safe and fair working environment and a supervisor or mentor who can provide the student with a rewarding internship or mentorship. Host organisations would also work with students and home universities to develop agreed internship/mentorship arrangements, including proposed learning outcomes.

A host organisation is not expected to provide living or other specific arrangements (for example, insurance) for students.

#### Support Services Organisation

Scope Global has been contracted by the Australian Government to manage support services for New Colombo Plan scholarship recipients, including working with scholarship recipients, home universities and host organisations to assist with implementation of study programs and other arrangements in study locations.

### Internship and Mentorship Network

The New Colombo Plan Secretariat is establishing an online **Internship and Mentorship Network** for businesses and other organisations to register their interest in hosting interns and mentees. The Network will comprise of a list of interested organisations, the types of internships and mentorships they would like to offer and a point of contact. Universities and students will be able to search opportunities online and subsequently progress arrangements with host organisations.

Your organisation can join the Network by completing the attached registration form and returning it to [ncp.business@dfat.gov.au](mailto:ncp.business@dfat.gov.au).



## New Colombo Plan Internship and Mentorship Network Registration Form for Business and Other Organisations

**Note:** All information listed below including free text contributions will be listed on the online New Colombo Plan Internship and Membership Network and made available to Australian universities/students to review.

### Organisation Name

**About the Organisation** Please provide a brief description of your organisation.

**Student Opportunities** Please select the opportunities you wish to offer to New Colombo Plan students, and include a brief description.

Internship      Mentorship      In-country briefing or site visits      All three

Brief description

**Disciplines** Australian students from all academic disciplines participate in the New Colombo Plan. If your organisation is interested in hosting an intern or mentee from one or more specific academic disciplines, please select the relevant discipline(s) below.

Banking & Finance      Business & Management      International Relations      Accounting  
ICT      Engineering      Environment/Earth Sciences      Law  
Medicine/Health Sciences      Economics      Languages & Culture Studies  
Other

**Location of Internship and/or Mentorship Opportunities** Please list the location (including city) of the opportunity, noting that a separate registration form can be completed for each location.

**Internship Details** Please select one or more of the following options.

Full-time      Paid      Up to 1 month      Up to 6 months  
Part-time      Unpaid      Up to 3 months      Other (please specify below)

**Additional Information** Please provide any additional relevant information, such as required language skills or date range.

**Contact** Please provide a contact point to enable Australian universities and students to contact your organisation directly to pursue internship and mentorship arrangements. Note: these details will be distributed by the New Colombo Plan Secretariat to participating universities, scholarship awardees and our support services organisation.

Name: \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_

I have read the disclaimer overleaf (required)



## New Colombo Plan Internship and Mentorship Network Registration of Interest

### **By registering your organisation's details, your organisation and the nominated contact person for your organisation agree that:**

- a)** This information can be shared with Australian universities/students benefitting from New Colombo Plan funding. The New Colombo Plan Secretariat in the Department of Foreign Affairs and Trade (DFAT) is providing an Internship and Mentorship Network to enable information exchange and encourage the development and strengthening of relationships between universities/students and regional organisations. DFAT does not take responsibility for arranging individual internship/mentorship placements, nor for the reliability or completeness of any material contained on the list of network members, nor for the specific arrangements between a student/university and host organisations or the execution of any specific arrangements.
- b)** Personal information that you provide in this form will be used and disclosed by DFAT to facilitate information exchange on New Colombo Plan internship/mentorship opportunities. DFAT will place the personal details that you provide of your organisation's nominated contact on the New Colombo Plan Internship and Mentorship Network for accessing by Australian universities and their students, by Australian Government officials working in Australia and overseas, and by third parties contracted by the Australian Government to assist with implementation of the New Colombo Plan, but will not otherwise disclose this personal information unless authorised by Australian law.
- c)** The information, including personal information, provided is designed to benefit Australian universities and their students. The network will explicitly remind users of the Australian Privacy Principles. If an overseas recipient of this personal information handles this information in breach of the Australian Privacy Principles, you will not be able to seek redress under the Privacy Act. DFAT's privacy policy describes how we protect and manage personal information, how you can access and seek to correct your own personal information, and how to make a privacy complaint.