

Winter 2024

Internship Toolkit

Welcome to your internship

Each internship you complete with CareerTrackers is a stepping stone to your future. During every internship, you gain skills, experience and networks to develop yourself and set up your career path.

Included in the CareerTrackers program is a series of supporting activities developed to ensure you thrive at work and university.

Your success will depend on you showing initiative, asking for help when needed and doing your best to make a good impression.

Please read this toolkit thoroughly and stay close with your Advisor to tackle any challenges and celebrate any triumphs you encounter.

We're excited to support you through this journey!

Accessing CareerTrackers online

The CareerTrackers App and Student Portal is key to your success in the program. The App and Student Portal allows you to track your progress and complete tasks assigned to you throughout the year.

You will have received an invite to register online from your Advisor.

Use the App and Student Portal to:

- Complete your Learning Contract
- Complete your Weekly Updates
- Chat with your Advisor
- Find answers to FAQs about the program and internships
- Stay up to date with information on your host employer.



Download the CareerTrackers App by searching 'CareerTrackers' in the App or Play store. Enable Push Notifications, so you stay up to date with the program. Use the portal by logging on to **studentportal.ct.org.au**

Access resources here:

careertrackers.org.au/employers/employer-resources

CareerTrackers™ 

Navigating your internship

STEP 1: DOWNLOAD THE APP

If you haven't already, download the CT App from your App store and follow the instructions we've sent you via email. Log on to the Student Portal using the same info you use to get into the App.

STEP 2: PREPARE

Your first day at work is an opportunity to make a good first impression. Learn as much as possible about the organisation you're interning with, and aim to know the names of your Manager before you start. Take a #ctfirstdayselfie on day 1 of your internship.

STEP 3: WEEKLY UPDATES

At the end of each week, you are required to submit a Weekly Update to your Advisor. You will be sent reminders each week to complete your Weekly Update through the App or Student Portal.

STEP 4: LEARNING CONTRACT

The Learning Contract is an agreement between you, your Manager and Advisor. It is based on your goals, the needs of the team you will be working with, and the requirements of the CareerTrackers program. Complete the Learning Contract via the Student Portal.

STEP 5: ATTEND PROGRAM DAY

RSVP and attend your region's Program Day to attend skills and community development workshops, and network with your CT peers. Regional students are invited to attend an online event.

STEP 6: UNIVERSITY TRANSCRIPT

Send us a copy of your unofficial university transcript no later than June 25 via the Student Portal. Receiving your academic results is essential to confirm your eligibility for the program and also to help us best support you in your academic journey.

STEP 7: FINAL WEEK

You will need to complete an end of internship presentation to your team, and an internship experience survey through the Student Portal. Your Manager will complete an evaluation form and meet with you to share feedback in your final week.

Access resources here:

careertrackers.org.au/employers/employer-resources

CareerTrackers™ 