ACHIEVING SUCCESS

CareerTrackers is about long-term success. We are focussed on helping you achieve success in every aspect of your career.

- 94% Complete an internship
- 96% Interview success
- 94% Return for two or more internships
- 89% Convert into graduate employment

STUDENT ADVISOR

Your Student Advisor is key to your success in the CareerTrackers program. They are a dedicated employee of CareerTrackers and will be your main point of contact at all times in the program.

They are here to:
• Guide you through the process of obtaining an internship.
• Help identify a potential employer that is aligned to your studies and career goals.
• Prepare you for success in your internship.
• Help you navigate your way through tricky circumstances.
WHO WE ARE
CareerTrackers is a national not-for-profit organisation that creates internship opportunities for Indigenous university students.
CareerTrackers supports students by linking them with employers to participate in a multi-year paid internship. Students perform their internship with a sponsoring organisation with the aim of converting from intern into full-time employee upon completion of their degree program.
In addition to creating lasting employment opportunities, CareerTrackers provides a wide spectrum of support to help prepare students for leadership in the workplace and the community.

HISTORY
CareerTrackers evolved from the INROADS minority internship program in the United States. Founded in 1970, INROADS aims to increase minority representation in professional employment. Today, INROADS boasts 625,000 alumni worldwide and is the premier minority employment program in the USA. Over the past 43 years, INROADS has successfully introduced minority students into employment and kept them there.
In 2005, INROADS alumni Michael Combs arrived in Australia as an employee with the Company where he undertook his internship – Hewlett Packard (HP). Noticing the lack of Indigenous representation in the company, Michael introduced the INROADS model and within two years at HP employed 12 Indigenous university students. In 2009, Michael left HP and started CareerTrackers.

ELIGIBILITY
Students must meet the following requirements to participate in the program:
• Be of Aboriginal or Torres Strait Islander descent.
• Studying full-time at university.
• Making continuous progress towards the completion of university degree.
• Attending all CareerTrackers events and maintaining a professional attitude and appearance.
• Positively contributing to the development of the CareerTrackers community.
• Becoming a role model for younger Indigenous Australians.

ENGAGEMENT
• Monthly meetings with your Student Advisor focused on your personal & professional development.
• Participate in ongoing activities organised by CareerTrackers to build relationships with other students.

PROGRAM REQUIREMENTS

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INTERNSHIP
• Complete full-time internship during the university break each year throughout your degree.
• Develop structured workplace goals and objectives with the support of your manager and Student Advisor.
• Work in a culturally aware workplace.
• Deliver presentations to business leaders and build relationships within your organisation.

LEADERSHIP
• Participate in our annual Leadership Development Institute and meet other interns from across Australia.
• Hear from Australia’s most influential leaders and participate in world-class training programs focussed on leadership development.
• Become a Student Ambassador and play a leading role in the growth of our community.
• Give back as an Alumni and leader of the program.

CLARK DONOVAN
BACHELOR OF LAWS
GADENS, INTERN

“I HAVE DEVELOPED GREAT SKILLS THROUGH THE PROGRAM AND HAVE MADE SOME GREAT FRIENDSHIPS.”
WHERE CAN I DO MY INTERNSHIP?

A selection of our employment partners include:

Some of the main industries and professions we work with include:

- Accounting
- Aviation
- Banking & Finance
- Built Environment & Architecture
- Construction Management
- Engineering (All)
- Information Technology
- Law
- Science (Chemistry & Environmental)
- Telecommunications

“MY INTERNSHIP HAS HELPED ME GAIN THE CONFIDENCE TO COMMUNICATE WITH BUSINESS PROFESSIONALS AND MANAGERS WHICH IS KEY TO ACHIEVING MY CAREER GOALS.”

Kygim King
Bachelor of Laws
Macquarie Bank, Intern
Our Program Orientation workshop provides you with more information about the CareerTrackers program including our history and the importance of our community. You will also learn about the requirements of our program and process, which all students are required to meet in order to earn their internship.

After completing the Program Orientation, you can become an official CareerTrackers participant and commence your journey to obtaining an internship.

Your Student Advisor will work with you to identify an organisation that is aligned to your degree and career aspirations. To support the process you are required to research and identify organisations that you are interested in. You can start by visiting our list of employment partners on our website: www.careertrackers.org.au/employers/who-is-involved

A CV is the first impression an organisation receives of a potential employee. Therefore, it needs to be professional and show the steps you have taken and are taking towards your future. Your Student Advisor will help you create a CV that will be used to create an internship opportunity for you. To get started, please download a copy of our standard template, update your CV and send a copy to your Student Advisor: www.careertrackers.org.au/data/uploads/cv-template-logo.doc

04  NETWORKING EVENT

CareerTrackers will host networking events during the university semester to help you build relationships with other students and alumni in your region. Our networking events are typically held at the offices of our employment partners and include lots of fun activities designed to build a strong CareerTrackers community.

At this stage, you will have a completed copy of your CV, been matched with one of our employment partners and completed your interview training. Now it’s time to meet your potential employer in person.

Students are required to wear professional business attire for the interview. If you do not have the required attire for your interview, speak with your Student Advisor and they will offer their advice to help you.

In the days leading up to your interview, your Student Advisor will continue to support you to ensure you are fully prepared. After your interview, your Student Advisor will be in contact to notify you if you were successful or not and discuss the next steps.

The Kick-Off Workshop is run twice a year and is a mandatory training day for all students in the program. This workshop involves team-building and professional training activities to bring you closer together with other students and ensure you are prepared for your internship. The Kick-Off Workshop is the perfect place to ask lots of questions about what to expect in your internship.

Your Internship will involve full-time paid work during the university holidays each year throughout your degree. Full-time work during the summer is a minimum requirement of your internship. Some employers may also provide an additional opportunity for you to work during the winter.

In your first week of the internship, you will meet your day-to-day manager who will support you for the duration of your internship. Your Student Advisor will also come into your office during your first week to develop a Learning Contract between you and your manager. The Learning Contract includes a set of workplace goals to ensure you are given challenging and engaging projects at work.

Interns are required to send their Student Advisor a weekly update during their internship. This will allow your Student Advisor to ensure you are fully supported in making progress towards completing your Learning Contract.

At the end of your internship, you will deliver a presentation back to your employer to share your learnings and also receive a formal evaluation of your performance.

07  LEADERSHIP DEVELOPMENT

Each summer, CareerTrackers hosts a one-week national conference for interns called the Leadership Development Institute (LDI). This is the biggest event in the CareerTrackers calendar and helps to build our national community of students and alumni.

LDI has three main objectives:

• Provide an opportunity for interns to connect with each other and strengthen the CareerTrackers community.
• Build the skills and confidence of interns.
• Inspire leadership among interns and community leaders.

The conference also includes our Gala Dinner and Awards Celebration where you will be joined by other employees of your company as well as industry and community leaders who are keen to celebrate the success of interns.
**CAREERTRACKERS CALENDAR**

### Semester 01

<table>
<thead>
<tr>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
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<tbody>
<tr>
<td>Program Orientation</td>
<td>CV Writing &amp; Company Match</td>
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### Semester 02

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<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
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<th>DEC</th>
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<td>Christmas/ New Year Shutdown</td>
</tr>
</tbody>
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### Key Dates

- Program Orientation
- CV Writing & Company Match
- Interview Preparation Training
- Networking Event
- Corporate Interview
- Winter Kick-Off Workshop
- Winter Internship
- Summer Internship
- Leadership Development Institute
EXCELLENCE

Internship
The CareerTrackers program incorporates many professional development and training opportunities to help you succeed in your internship. Succeeding in your internship includes completing your work projects on time and meeting your managers’ expectations as well as building positive relationships in the workplace. The key to doing well in your internship is to ask for help and not hesitate to ask questions when needed.

THREE PILLARS OF SUCCESS
Successful participation in CareerTrackers is defined in three key areas: academic, professional life and community.

University
University comes first in CareerTrackers. We want you to perform academically to the best of your ability. In order to do this, you will have to prioritise your studies. Your Student Advisor will regularly check in with you to ensure that you are on top of your study load. If at any time you are feeling overwhelmed, contact your Student Advisor as he or she will help in any way possible.

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Community
There will be other students at your university who are participating in the CareerTrackers program and alumni who have graduated. Success in the CareerTrackers community is about building relationships with other students and alumni of the program to build your networks. Be sure to reach out to interns and alumni to leverage their knowledge as well as working closely with your Student Advisor. Remember, current interns and alumni of the program have been in your position and will be able to share their experiences of university and work.

EXCELLENCE

ACADEMIC EXCELLENCE
The Gold Diary is awarded at our Gala Dinner during the Leadership Development Institute to interns who achieve a distinction or average higher in their studies for the year past. The Gold Diary is a symbol of excellence and one of the highest honours a student can achieve in our program. The Gold Diary is awarded at our Gala Dinner during the Leadership Development Institute to interns who achieve a distinction or average higher in their studies for the year past. The Gold Diary is a symbol of excellence and one of the highest honours a student can achieve in our program. The Gold Diary is awarded at our Gala Dinner during the Leadership Development Institute to interns who achieve a distinction or average higher in their studies for the year past. The Gold Diary is a symbol of excellence and one of the highest honours a student can achieve in our program.

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CELEBRATING OUR NATIONAL COMMUNITY OF STUDENTS AND ALUMNI