

Learning Contract – Intern

The Learning Contract is an agreement between you, your manager and your CareerTrackers Advisor on your goals for the internship. It is designed to set clear expectations for everyone involved in the internship and will help you to recognise what you achieve over the course of the 5 weeks at your company.

There are four goals in the Learning Contract, and each goal has tasks and strategies to assist you in achieving them during the internship period.

Creating a Learning Contract

Step	Person to Complete	
Step 1	Intern and Manager	Prepare by looking at the learning contract document, developing a list of potential work tasks and identifying the main skills required to be successful in the internship.
Step 2	Advisor and Manager	Advisor to schedule a meeting between the intern, manager, workplace buddy and CareerTrackers Advisor to discuss and agree upon the Learning Contract. This meeting will take place in the first week of the internship.
Step 3	Intern	Finalise and submit the Learning Contract via McLeod. Download a PDF version and send a copy to your manager and CareerTrackers Advisor.
Step 4	Intern	Submit weekly updates to your CareerTrackers Advisor and note any changes, outstanding achievements or additional support required.

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Work considerations (as required)

Work Location (address)	
Work hours (including lunch break if set time)	
My manager's / buddy's preferred communication channels are:	E.g. phone, message, Teams.
What do I need to do to work successfully? Including if working from home. (E.g. technology, set up, routine, team support.)	
• If I need help or to speak with someone I can: (e.g. call, text, instant message, zoom meeting etc.) • If I am sick, who do I call? • If I have an IT issue, who do I call? • If I have a question about timesheets/pay, who do I call?	

Intern	
Manager	
Company	
CareerTrackers Advisor	

Goal #1	Gain knowledge of what my team and organisation does including by meeting new people and talking to them about their roles.
Tasks & strategies - Take notes on what my team does and how it fits in with the wider organisation. - Meet with a colleague from a different team and ask them three questions about what their team does and their role. After the meeting, compare what they shared with what my team does. - Meet with a manager to talk about their career journey and learn how they got to where they are today. Write down three pieces of advice they have for how to get the most out of the internship. - Connect with the CareerTrackers interns and alumni at my organisation (if applicable) and learn more about their areas. - Attend relevant meetings, training sessions and work events.	

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Goal #2	Build new knowledge and skills, e.g. presentation and public speaking skills, that I can take into university and future internships.
Tasks & strategies - Complete weekly updates through the CareerTrackers App/Portal each week to reflect on key lessons, achievements and skill development. - Create and deliver a 5-minute presentation at the end of the internship that covers my key lessons, highlights, challenges and what I contributed to the workplace. Organise a time now with my manager and advisor for my presentation. - Look at the Graduate Capabilities table below and select which three tasks I would like to focus on.	

Personal Leadership Navigates present and upcoming challenges despite the situation or circumstance	Delivering Results & Meeting Expectations Surpasses expectations & delivers results to internal/external clients.	Relationships & Teamwork Establishes good relationships & works collaboratively as part of a team.	Communication Influences others through good communication.	Culture & Community Driven by the communities we serve & empowers Indigenous advancement.
Ask for feedback from my buddy and/or manager	Arrive on time and prepared for work each day	Organise a coffee catch-up with a colleague	Draft an email to a colleague and seek feedback on my professional communication	Participate in a cultural celebration or event at work, e.g. NAIDOC week
Review my learning contract goals regularly	Take notes in meetings and complete work assigned to me on time	Ask a question in each team meeting	Make a professional phone call, or practice a mock phone call with my buddy/manager	Meet with other interns and alumni in my organisation
	Write key dates for my tasks in my diary/work calendar	Greet colleagues in the office each day		

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Goal #3	Support the team through contributing to day to day work including [add details].
Tasks & strategies - a. - b.	

Goal #4	Successfully transitioning to university.
Tasks & strategies a. Ask two colleagues for two pieces of advice on how to excel at university. c. Complete the CareerTrackers' pre-university checklist with my Advisor. d. Connect with my Indigenous Support Unit.	

Key Dates

LDI	
End of Internship Presentation	
Intern Evaluation Meeting	
Other Dates	