



RMIT Business Co-op Internships Jakarta

RMIT University is working with **International Internships** to facilitate internships in Indonesia for undergraduate students in their co-op year of a Business degree in 2018 and 2019.



On this program, you will work with an internship consultant to secure one eight-month or two four-month internships in your discipline area in the bustling metropolis of Jakarta. Outside of work hours the program will comprise language classes, networking events and capacity-building workshops to help you build your professional skill set. You will also meet business and government leaders and learn about the economic and cultural environment in Indonesia and Asia more broadly. This program will give you an in-depth and balanced insight into working in the Asia-Pacific, as well as developing skills and connections for your career.

Program Duration:	9 months
Internship Dates:	In line with your Co-op year
Itinerary:	4-month internship one 1-month holiday (approx.) 4-month internship two
Location:	Jakarta, Indonesia

Jakarta – The Internships

Jakarta is the capital of Indonesia and is a huge city, with an estimated population of around 20 million people in the greater city area. Indonesia's strong economic growth in recent times has led to a rapid transformation of Jakarta and today there is incredible wealth alongside abject poverty in many areas of the city. The rapid growth has brought many challenges, including the infamous traffic, but Jakarta is definitely a place on the move and has an amazing buzz!

Internships

Your internship will take place in Jakarta, where you will work at your host organisation from approximately 9am-5pm each day, although work hours can vary depending on the organisation.

The Recruitment Process:

International Internships will work with you to determine which organisation is most suitable for you, based on your studies, interests and goals; but also on your CV, your capabilities and how you present yourself.

The host organisations will also be closely involved in the recruitment process, so make sure your CV is in order and be ready to be called on for a Skype interview if requested. The placement process can take a while, but we will be in regular contact with you throughout, to guide you, keep you updated and to get your input whenever needed.

Nature of Work:

The work given to you will be based around your skills and agreed role in the organisation, as per the recruitment process.

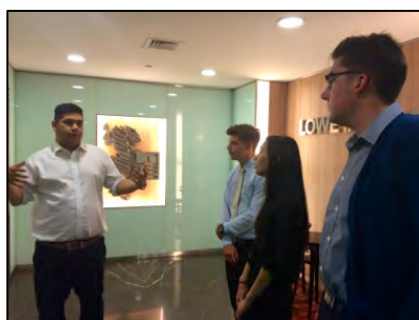
At the conclusion of your placement/s you will give a presentation of the work you completed and your experiences during the internship. This presentation will be held at your worksite and other students on the program will be invited to attend.

Host Organisations:

Examples of host organisations that we have worked with in the past include the **Victorian Government Business Office, ANZ, the Indonesian Biodiversity Foundation, CPA Australia, BDO Indonesia, Air Asia, the Human Rights Working Group, Legal Aid Indonesia, Lippo Karawaci, Jones Lang LaSalle, Edelman PR and Mullen-Lowe Indonesia**, to name a few. Look them up and you will see that there is something for everyone!

Are the placements paid?

No, you will not receive a wage for your placement. However, we do encourage all organisations to provide a living allowance but it is at their discretion so please plan other finances. A usual allowance will be around \$200 per month, so will cover most transport and food costs.



Building Your Skills and Contacts for Your Career

During your time in Jakarta you will have a lot of opportunities to hone your professional skills and make connections for your future career. These activities will likely include:

- Introduction to Business in Asia, where you will learn the protocols of business in Indonesia and Asia more broadly and have a chance to hear from some seasoned professionals
- Evening networking events with international Business Councils (such as the Indonesia Australia Business Council), Chambers of Commerce and expatriate organisations
- Workshops to help you perfect your public speaking style and help with your CV and cover letters
- Individual counselling sessions regarding your career, especially in relation to Indonesia and Asia more broadly
- Indonesian Language Classes. Indonesian is one of the main languages of ASEAN and you will also be grateful for some language background to help you navigate Jakarta!

Weekends and Evenings

On a number of weekends, you have the option of joining us for trips outside Jakarta to see the countryside and get out of the city! We will also organise optional social activities on some evenings, but you will have plenty of opportunity to do your own thing and we can provide lots of guidance and advice so just let us know if there's something you'd really like to do in Jakarta. By the end of your time there, you will really know the city like the locals do!



What are the benefits of joining this program for your Co-op Year?

- Complete an internship at an esteemed organisation from our comprehensive list of contacts, or another that we find for you
- Take responsibility for your work using your specific skill set
- Gain experience working in an international team in an international context
- Learn important teamwork skills
- Develop problem solving skills
- Practice public speaking and presentation skills
- Be part of an exclusive group of Government-funded scholarship recipients receiving lots of recognition for your role in Australia's relationship with its Asian neighbours



Accommodation

You will spend two months living at BINUS Square, the secure and comfortable accommodation of Bina Nusantara University (BINUS), a partner of the program. You will then source your own accommodation for the remainder of the program, with lots of advice and help from the International Internships team. This will allow you to first meet the other participants on the program, as well as lots of Indonesian students, and then move wherever you want or choose to stay at BINUS. It's up to you! Throughout the entire program, wherever you are, staff from International Internships will be there to help provide guidance for your internships and offer 24/7 support.



Price and Inclusions

This program is funded by the Australian Government's New Colombo Plan. Successful applicants will receive a full scholarship to participate in the program.

The scholarship includes:

- Internship placement
- Lots of support before leaving Australia and while you are in Indonesia. This includes working with you to enhance your CV and prepare for your interview
- Two months' accommodation
- Orientation on your arrival
- 10 hours of language classes
- Activities, networking events and weekend trips
- Workshops and professional development sessions
- Catch-ups with a mentor to discuss your internship
- Allocation of a student buddy from the local university
- Some meals
- Visa sponsorship
- 24/7 support during your internship

The scholarship doesn't include:

- Flights
- Visa costs
- Travel insurance (please note that this is compulsory for all participants)
- Transport to and from work
- Accommodation after the first two months
- Most meals
- Spending money
- Gifts - we recommend you bring some inexpensive, gifts to give your buddies and host organisations

Please see the schedule at the end of this document for more details on what's included, optional extras, payment terms and more.

See over for a budget guide to help you plan for your (almost) year away...!

Planning your Budget

How much money will you need to live in Jakarta?

Visa (one year residency)	- \$700	1.5L bottle of water	- \$0.40
Accommodation in dorms	- \$400 per month	Magnum Ice Cream	- \$1.50
Accommodation in the city	- \$350-600 per month	Loaf of bread	- \$3
Transport (taxi)	- \$6 per hour	Fresh fruit juice	- \$0.80
Transport (Motorbike)	- \$2 per hour	Gym membership	- \$50 per month
Prepaid phone credit (4GB data + calls)	- \$20 per month	Big Bintang beer (2 pots)	- \$9
Indonesian meal (rice, tofu, meat, veggies)	- \$1.50 - 2.50	Movie ticket	- \$4
Western meal (bowl of pasta)	- \$5 - 10	Flights Jakarta to Yogyakarta	- \$40
Kg of mangoes	- \$1.50	Flights Jakarta to KL	- \$50
Bali coffee	- \$0.40	Train Jakarta to Yogyakarta	- \$25
Caffe Latte	- \$3.50	Hotel in Yogyakarta	- \$15



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The career opportunities that have opened as a result of my experience in Jakarta are amazing, and I can't imagine not having done my internship in Indonesia. I plan on continuing to further my Bahasa Indonesia and putting all the skills I gained during my internship to use in my future roles. Thanks guys - an awesome experience.

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Please contact us!

For inquiries about the program
info@internationalinternships.com.au

For inquiries about enrolment and credits
bus.wil@rmit.edu.au

Apply now:

www.internationalinternships.com.au/rmit-coop-application/



Fee Details for Co-op Internships 2018-19

The total cost of the program is \$7000, to be covered by a \$7000 grant provided by RMIT through the Australian Government's New Colombo Plan mobility grants initiative

Included:

- Internship placement
- Lots of support before leaving Australia and while the student is in Indonesia. This includes working with them to enhance their CV and prepare for an interview
- Two months' accommodation
- Orientation on arrival
- 10 hours of language classes
- Activities, networking events and weekend trips
- Workshops and professional development sessions
- Catch-ups with a mentor to discuss the internship
- Allocation of a student buddy from the local university
- Some meals
- Visa sponsorship
- 24/7 support during the internship

Not Included:

- Flights
- Visa costs (approx \$700)
- Travel insurance (compulsory for all participants, provided by RMIT free of charge)
- Transport to and from work
- Accommodation after the first two months
- Most meals
- Spending money
- Gifts

Included in the program fee is the great amount of time and work it requires to secure a quality internship, as well as to ensure the students' security and enjoyment throughout the whole experience. We take this seriously and keep our costs as low as possible. We have a commitment to encouraging people to go to Indonesia and see what's really on offer in such an exciting, complex and beautiful place!

PAYMENT PROCESS

Deposit

Upon the student's acceptance into the program, International Internships will request a deposit of \$400. This will be required within 30 days from the issue date. Work towards confirming the internship site will commence upon receipt of the deposit.

Final Payment

International Internships will issue an invoice to the student for the final payment (internship package plus any optional extras) when the internship site has been confirmed. This will be required by the earlier of 30 days from the issue date of the invoice or 30 days prior to the student's arrival in country.

CANCELLATION AND REFUND POLICY

The deposit payment will be refunded in full in the event that International Internships is unable to secure an internship position to which the student agrees within three months of the date at which the student paid their deposit. No refund of the deposit payment will be given if the student withdraws within three months of paying their deposit, regardless of whether they have been secured an internship position.

If a student has accepted an internship position and withdraws from the program:

- 60 days or less before departure, no refund will be given
- More than 60 days before departure, a 50% refund will be given

Please note that International Internships reserves the right to alter inclusions and fees, in which case it will provide RMIT and the student with written notification as soon practicable.