

kbs.edu.au

ADELAIDE
BRISBANE
GOLD COAST
MELBOURNE
PERTH
SYDNEY

EMPLOYER GUIDE

Nurturing the next generation
of business leaders.

A NOTE TO EMPLOYERS

As one of the world's leading providers of lifelong education, Kaplan helps over one million students achieve their educational and career goals each year. Kaplan has relationships and partnerships with over 2,600 corporations and businesses, as well as over 1,000 school districts, colleges, and universities. As the only Institute of Higher Education with campuses in five Australian states, Kaplan Business School's connection with industry is expansive and thriving.

We have seen firsthand some of the challenges that employers face in finding graduates, interns, and casual employees. Therefore, we provide tailored solutions to both small and large organisations to help them find the talent, knowledge, and skills for their current and future workforce. We have become a trusted partner in promoting internship and graduate programs, finding permanent and casual workers, and sourcing graduate talent for employers across Australia.

Our Careers Central team are astute at tailoring services to the needs of every employer. We welcome every opportunity to foster mutually beneficial partnerships with employers and look forward to working with you to support your unique business needs.

Will James
National Careers Manager
Kaplan Business School



KAPLAN BUSINESS SCHOOL

We are a globally recognised provider of higher education degrees in Australia, bringing together students of more than 80 different nationalities. We offer undergraduate and postgraduate courses in business, accounting, marketing, management, tourism, entrepreneurship, health, analytics, project management and information technology.

CAREERS CENTRAL

For over a decade, our Careers Central team has helped employers recruit talent across Australia. We provide start-ups, local SME's, not-for-profits and ASX listed companies services designed to attract talent and promote their brands at no cost. With access to over 10,000 students and graduates, we tailor our services for employers to maximise engagement with Australia's future workforce.



HOW DOES CAREERS CENTRAL ADD VALUE TO YOUR BUSINESS?

When it comes to your business and its recruitment needs, you want student and graduate engagement expertise. A staff member from our Career Central team will work one-on-one with you to understand your business, your goals and the talent gaps you face. We add value by personalising our services and reducing the time and cost of recruiting talent in a competitive landscape.

We help employers recruit students and graduates for a range of different opportunities including:



PAID WORK WHILE STUDYING

Generally, students that have commenced their studies are able to work up to 48 hours per fortnight while their course is in session. During holidays (when their course is not in session), they may be able to work additional hours.



WORK INTEGRATED LEARNING (WIL)

Students can complete unpaid internships part time for 12 weeks during the trimester periods which is credited towards their study.



GRADUATE ROLES

Our graduates and alumni are prepared for the workplace through the comprehensive and professional nature of our education, plus the services and guidance they receive from Careers Central. We can help you to recruit graduates directly into paid roles.



VOLUNTEERING

Students can volunteer their time to support local not-for-profits and charities in their local communities. They can also volunteer for events, conferences, or workshops.

WE MAKE IT EASY FOR YOU

Kaplan holds “Voluntary Workers Insurance” that provides personal injury cover for students who are placed in unpaid internships with third party host organisations as an approved component of their studies with Kaplan. Students are covered for personal injuries suffered in the course of such unpaid internships in accordance with the terms and conditions of the policy.

DID YOU KNOW?

AFTER SUCCESSFULLY COMPLETING A BACHELOR'S OR MASTER'S DEGREE, YOUR INTERN MAY BE ELIGIBLE TO APPLY FOR A POST-STUDY WORK ARRANGEMENT IN AUSTRALIA. FOR EMPLOYERS IN AUSTRALIA, THERE ARE NO ADDITIONAL COSTS TO PAY WHEN RECRUITING APPLICANTS WHO HOLD THESE VISAS. FIND OUT MORE ABOUT THE TEMPORARY GRADUATE VISA (SUBCLASS 485) AND VISIT HOMEAFFAIRS.GOV.AU.

HOW CAN YOU BENEFIT FROM HOSTING INTERNS?

Internships provide KBS students with an opportunity to build local work experience as well as see the inner workings of Australian businesses. For employers, hosting an intern has numerous benefits including:

- Training possible recruits and pipelining talent
- Filling resource gaps with an extra pair of hands
- Leveraging off fresh perspectives
- Working with multilingual and multicultural students to gain insights into international markets
- Strengthening diversity within your business
- A cost-effective solution to your recruitment needs.

WORK INTEGRATED LEARNING (WIL)

Students can elect to complete a WIL internship with a business in Australia and receive academic credit upon successful completion of the internship. Businesses can recruit WIL students to take on various business administration duties for a 12-week term. You are required to host WIL students 2 days per week. You will also be required to provide constructive feedback to the student at the end of the placement. WIL students can be selected from both our undergraduate and postgraduate cohorts, depending on the level of complexity in the role you are recruiting for. The WIL program has three intakes per year commencing in March, July, and November.

WORK-INTEGRATED LEARNING PARTNERSHIP APPROACH

Our Careers Central team will work with you to ensure the terms of each WIL Internship are clearly documented and agreed. We will provide you with an agreement and related documentation. This three-way partnership between you as the host, the KBS Careers Central team as the facilitator and the student as the intern will result in a successful experience for all. Our KBS Careers Central team will work with you to monitor the student's learning and workplace performance, as well as provide ongoing support to all parties. We can also host your brand logo on key marketing collateral including our website.

KBS GRADUATES HAVE ACHIEVED A 94.7% POSTGRADUATE EMPLOYMENT RATE IN THE PERIOD IMMEDIATELY FOLLOWING GRADUATION.*

*Quilt 2022 Graduates Outcome Survey Report.



HOW ELSE CAN CAREERS CENTRAL HELP YOU?



GUEST SPEAKING

Our industry experts are highly esteemed and come with a wealth of experience in their fields. Share your success, learnings, and stories with our students as a guest speaker, panellist, or keynote. Guest speakers have addressed our students and staff in various settings including careers workshops, graduation ceremonies, and staff professional development sessions.



INDUSTRY TOURS

Our students value the opportunity to tour various work environments. Industry tours are eye opening experiences and help students to visualise the realities of the workplace. In turn, your business can promote your brand as a great place to work or a place to visit.



NETWORKING EVENTS

If you have business related events and workshops and need to maximise engagement and attendance, inviting KBS students to attend is of your best interest. Our students often share photos and videos from events on various social media channels – which is great for maximising organic reach and exposure.



TARGETED COMMUNICATIONS

We can have your recruitment content and job postings distributed to over 10,000 students and graduates across Australia. Targeted mail and email to students and alumni is also a great way to promote your events and business services, giving you direct access to local and international students in your community.



ACCELERATED PROJECTS

If you have a business problem that needs solving, you need bright entrepreneurial minds to help your business disrupt itself and upscale. We can deliver project work groups where students work through your business challenges and pitch innovative solutions to you and your team.

FREQUENTLY ASKED QUESTIONS

Do I have to pay the intern?

No, interns are unpaid as each internship is a registered vocational placement through Kaplan Business School.

What is required of me as an employer?

To provide a learning experience for our interns. Vocational placements can give students important skills to help them transition successfully from study to work, while giving you the opportunity to enrich student learning experiences and increase the number of work-ready graduates.

What can interns do?

They can support you with completing a wide array of entry-level tasks and projects. This can include a combination of observational and practical tasks that aid the intern's skill development and learning.

How many hours per week can interns work?

17 hours per week.

Are there any fees to your services?

No, our services are complimentary.

Can I employ the student after the placement contract finishes?

Yes, our Careers Central team can assist you with this if required.

Can we host more than one intern at a time?

Yes, however your requirements will be assessed by our Careers Central team and advice given accordingly. This assessment will look at various factors including WHS, physical capacity and desk space within your business, mentor support, and the intern roles and responsibilities.

Is there an obligation to employ someone after the placement?







No, there are no obligations to employ an intern.

Sounds great – what are the next steps?

Contact our Careers Central team to get started!



CONTACT KBS CAREERS CENTRAL

-  careerscentral@kbs.edu.au
-  [@studykbs](https://www.facebook.com/studykbs)
-  [@studykbs](https://www.instagram.com/studykbs)
-  [/kaplanbusinessschool](https://www.youtube.com/kaplanbusinessschool)
-  [/school/kaplan-business-school](https://www.linkedin.com/school/kaplan-business-school)
-  kbs.edu.au

ADELAIDE

Level 1, 68 Grenfell Street
Adelaide SA 5000 Australia
+61 (0)8 8215 4100

Supplementary Location
132 Grenfell Street
Adelaide SA 5000 Australia

BRISBANE

Ground Floor, 369 Ann Street
Brisbane QLD 4000 Australia
+61 (0)7 3872 3800

GOLD COAST

Australia Fair Commercial Tower, Level 8
36 Marine Parade
Southport QLD 4215
Phone: +61 (0)7 5623 3033

MELBOURNE

Level 4, 370 Docklands Drive,
Docklands
Melbourne VIC 3008 Australia
+61 (0)3 9626 4576

PERTH

1325 Hay Street
West Perth WA 6005 Australia
+61 (0)8 9322 4136

Supplementary Location
Level 2, 297 Hay Street
East Perth WA 6004 Australia

SYDNEY

Level 1, 55 Elizabeth Street
Sydney NSW 2000 Australia
+61 (0)2 8248 6758

Supplementary Location
98–104 Goulburn Street
Sydney NSW 2000 Australia

