2018

Deloitte Indigenous   
Internship v2

Application guidelines

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# Introduction

The *Deloitte* *Indigenous Internship Program* is a joint initiative between the Oodgeroo Unit, Queensland University of Technology (QUT) and Deloitte Queensland. There are a number of six-month internship opportunities available in 2018/2019.

# Deloitte

‘Deloitte’ is the brand under which tens of thousands of dedicated professionals in independent firms throughout the world collaborate to provide audit, consulting, financial advisory, risk advisory, tax and related services to clients. We focus on client service through a global strategy implemented locally in nearly 150 countries across the world and have done so for over 150 years.

Deloitte has been operating in Queensland since 1993 with approximately 750 team members and 68 Partners. Our purpose is to make an impact that matters. Driven by our desire to create positive outcomes for our clients, communities and people - everything we do is with intent.

At Deloitte, we encourage each and every individual to bring their whole self to work. We view diversity and inclusion as central to our ability to execute on strategy. We know that at the intersection of diversity and inclusion lies an area rich with fresh, innovative ideas and creativity – which drives a better employee experience and ultimately – better outcomes for all.

# Deloitte Internship

The Deloitte Indigenous Internship is a placement program (6 months) providing QUT students with professional capabilities and work experience in their field of study. Our preference is for 2nd, 3rd or penultimate year of a Bachelor of Business, Bachelor of Law, Bachelor of Engineering, Bachelor of Information Technology, Bachelor of Mathematics, Bachelor of Science or a Bachelor of Behavioural Science (Psychology) at QUT. Students fulfil a work placement of one to two days per week to combine study and work in their related field. At Deloitte, we provide the right kinds of tools and training to ensure our interns can achieve career success through mentoring, coaching, peer support, work agility options and wellbeing benefits. There will be the potential for employment at the completion of the Internship program.

# Deloitte Indigenous Internship Role

No prior work experience is required, however we do seek candidates with passion and drive that are looking to further develop a career in Professional Services.

# Eligibility criteria

Applicants must:

* be of Aboriginal and/or Torres Strait Islander descent and provide a Confirmation of Aboriginal/Torres Strait Islander Descent form
* be enrolled at Queensland University of Technology at the census date
* maintain a full-time study load and grade point average of 4.
* applicants may be studying externally or on-campus.

# Termination of Internship

The Oodgeroo Unit, QUT in consultation with Deloitte, may terminate a recipient’s Internship if the recipient does not maintain a part-time or full-time study load or a grade point average of 4 each semester.

The Internship recipient who does not maintain a grade point average of 4 may be considered for continuation of Internship if they can demonstrate a strong desire to continue their academic program and adhere to the recommended course of action as suggested by Oodgeroo Unit, QUT. The Internship recipient should apply in writing to the Internship panel to request continuation of their Internship. Student support, including mentoring, is provided and the Internship recipient will be encouraged to apply for specialised academic extension—*Keystones of Success: Supporting our future leaders.*

If the Internship recipient wishes to change their academic program, they should advise the Internship panel in writing and seek approval to continue their Internship support.

# Tax and other benefits/implications

Internship payments will contribute to recipient’s taxable income and may also impact entitlement to Commonwealth benefits such as ABSTUDY.

The Internship applicants and/or recipients are encouraged to contact Centrelink, the Australian Taxation Office (ATO) and/or their taxation agent to obtain advice about the implications of the Internship payments on current earnings and benefits.

Information about taxation is also available from the ATO website at: https://www.ato.gov.au/individuals/income-and-deductions/income-you-must-declare/employment-income/

# Application process

Applicants are required to complete the 2018 Deloitte Indigenous Internship Application form, proof of Aboriginality and/or Torres Strait Islander heritage status and a written submission of 500 words or less per question answering in their own words:

* What factors influenced you to undertake your university degree? How would the Deloitte Indigenous Internship further support your academic and career goals?
* What qualities and attributes (e.g. community involvement, career aspiration, interests and motivators) will you bring to the Deloitte Internship Program?
* What are three main goals you look to achieve from completing the Deloitte Internship?

## Other documents

Applicants should attach documentary evidence of additional material that they believe will support their Internship application. These should include:

* Academic Transcripts (from QUT)
* Certified copy of documentation supporting Aboriginal and/or Torres Strait Islander heritage
* A current resume/curriculum vitae

# Submitting the application

Applications must be submitted to the Oodgeroo Unit, QUT by Friday 10 August 2018.

Applicants are required to electronically submit all supporting documentation via email to: [information.oodgeroo@qut.edu.au](mailto:information.oodgeroo@qut.edu.au)

All required documentation is to be provided by the closing time and date. Any incomplete or late applications may not be considered.

# Deloitte Indigenous Internship Selection Criteria

* Aboriginal and/or Torres Strait Islander heritage
* Currently in 2nd, 3rd or penultimate year of a Bachelor of Business, Bachelor of Law, Bachelor of Engineering, Bachelor of Information Technology, Bachelor of Mathematics, Bachelor of Science or a Bachelor of Behavioural Science (Psychology) at QUT.
* Display solid academic achievement
* Are a permanent resident of Australia
* Demonstrate good communication and interpersonal skills
* Involved in extra-curricular activities
* Dynamic team player with an innovative approach to work and life
* Have motivation for continuous learning and development

# Internship offers

Once the selection process is complete, all applicants will be notified in writing of the outcome of their application. Successful applicants will be called prior to receiving formal written notification.

# Successful offers

Successful applicants will receive an employment contract with Deloitte. Acceptance of offers cannot be deferred. Should all available Internships be offered, applicants who meet merit but were not successful in the first round of offers may be placed on a reserve list. In the event that a selected applicant declines an Internship offer, an offer may be subsequently made to an applicant on the reserve list.

# Internship conditions

The Internship recipient will need to enter into a binding agreement with the Oodgeroo Unit, QUT which specifies the conditions of the Internship. These conditions will require the recipient to:

* maintain a 4 grade point average
* submit results and confirmation of continued enrolment promptly at the end of each semester
* (if applicable) defer for no more than 12 months during the study period
* maintain active communication with the Oodgeroo Unit, QUT at all times
* attend the official Internship Induction program
* give consent to photographs being taken for the purposes of promotional activities including media, webpage/s by the Oodgeroo Unit, QUT and Deloitte.
* When the agreement has been signed by both parties, a copy will be returned for the Internship recipient’s records.

Detailed information about the Internship conditions will be provided to successful applicants. The recipient of an Internship will need to consent to QUT providing Deloitte with certain personal information about the recipient in relation to the Internship, for example, the recipient’s name and image, email address, phone number, course details, grade point average.

# Internship recipient

In addition to fulfilling their study program, the Internship recipient should note that their responsibilities include:

* notifying the Oodgeroo Unit, QUT immediately of any change in enrolment status, unsuccessful completion of a semester, deferral or withdrawal from a course or study program
* providing feedback to the Oodgeroo Unit, QUT if requested.

# Oodgeroo Unit, QUT

The Oodgeroo Unit, QUT is responsible for the leadership and management of the *Deloitte Indigenous Internship Program*, monitoring progress and reporting outcomes. The Oodgeroo Unit, QUT’s responsibilities include:

* administering the application and selection process
* providing a point of contact and service for the Internship recipient during the Internship period, and liaising with the Internship recipient in a responsive and professional manner
* respecting the privacy of Internship recipients’ information and using personal information appropriately
* collecting data in order to evaluate and report on the program.

# Key dates

**23 July 2018** Internship applications open

**10 August 2018** Internship applications close

**13-24 August 2018** Shortlisting and interviewing of candidates

**31 August 2018** Internship offers made

# Privacy

The Oodgeroo Unit, QUT collects personal information from the applicant to assess the Internship application and for other University purposes upon enrolment. Information explaining how QUT manages students' personal information can be found at [www.governance.qut.edu.au/compliance/privacy](http://www.governance.qut.edu.au/compliance/privacy)

# Contact details

Should you require further assistance or information regarding the Deloitte Indigenous Internship, please contact:

**Tracey Hoffmann**Student Success Officer  
Queensland University of Technology  
Phone (07) 3138 1124  
Email: [t2.hoffman@qut.edu.au](mailto:t2.hoffman@qut.edu.au)

# Additional information

For further information on careers at Deloitte, our Business Units or Vacationer and Graduate opportunities, please refer to [https://www2.deloitte.com/au/en/pages/about-deloitte/articles/about-deloitte.html#](https://www2.deloitte.com/au/en/pages/about-deloitte/articles/about-deloitte.html)

# Deloitte Indigenous Internship: Application checklist

The following documentation is required to support your completed online *Deloitte Indigenous Internship* application form.

academic transcript (Please attach a copy of your academic record from QUT Virtual)

certified copy of documentation supporting Aboriginal and/or Torres Strait Islander heritage

a resume/curriculum vitae

## To submit your application

Complete the online *Deloitte Indigenous Intership* application form.

Email all supporting documents as listed above [information.oodgeroo@qut.edu.au](mailto:information.oodgeroo@qut.edu.au) by the closing date.

APPLICATIONS CLOSE   
FRIDAY 10 AUGUST 2018