

Appendix A

DELIVERABLES TO EACH STUDENT

- 1) Deliverable components are subject to the specifications the Student enters into their enrolment form pertaining to but not limited to the Student's chosen Visa, Industry, Duration, etc.
- 2) Students are entitled to the following:
 - 1) AIPP's professional pre-internship training including but not limited to:
 - 1) AIPP's professional resume polishing service
 - 2) Receipt of AIPP's professional resume template / instruction guide for the Student to complete and provide to AIPP
 - 3) AIPP's individualised resume polishing service
 - 4) Success mentor will be assigned to each Student
 - 5) LinkedIn profile guides and tips to polish it
 - 6) AIPP Training guides on:
 - (1) How to research a company properly before your interview
 - (2) How to dress / what to bring to your interview
 - (3) What to do when you arrive for your interview
 - (4) Modern interview question examples and successful answering techniques
 - (5) What to write in a thank you email after your interview
 - (6) What to do in the 20 minutes before your interview
 - (7) Interview Preparation
 - (8) Business Development Skills
 - (9) Professional Presentation Instructions
 - 7) Worksheets on key training materials
 - 8) Up to 5 x 45 minute one-to-one online interview practice sessions with AIPP's professional interview trainers
 - 2) An internship Placement provided at an AIPP host company partner that:
 - 1) Closely matches the Student's preferences as defined by the specifications provided in their Enrolment Form including the Student's specified
 - (1) Duration
 - (2) Start Date
 - (3) End Date
 - (4) Industry
 - (5) Tasks / Duties
 - (6) Geographic Location
 - 3) Ongoing support in the form of:
 - 1) Professional skill development, career guidance and performance reviews as required by the Student's Educational Institution (if applicable)
 - 2) Engagement for the duration of your Internship Program to ensure key learning outcomes are being met as required by the Student's Educational Institution (if applicable)
 - 3) The organising of substitute internship placements for the remaining duration of the Student's Internship Program as defined by the Student's Enrolment Form in the event that
 - (1) The Placement ended prematurely at no fault of the Student, or
 - (2) The Placement did not meet the specifications made by the Student as defined by the Student's Enrolment Form at the time of enrolment
 - 4) Where AIPP arranges a substitute internship for the Student, it will be deemed to constitute a continuance of the internship and the internship placement particulars will be amended accordingly to reflect these arrangements
 - 5) No substitute internship placements will be organised for the Student in the event of any of the following instances:
 - (1) The initial internship placement organised by AIPP meets the Student's specifications as per the Student's Enrolment Form as at the time of

- submission, unless
- (1) The Placement ended prematurely at no fault of the Student, or
 - (2) The Placement did not meet the specifications made by the Student as defined by the Student's Enrolment Form as at the time of enrolment
- (2) The Student is accused by the Student's Host Company of
- (1) Sexual harassment
 - (2) Discrimination (of any kind)
 - (3) Negligence by the Student in terms of misconduct or disobeying the Host Company's procedures / policies / rules
 - (4) Leaving the Host Company without informing AIPP at least two weeks prior and/or without being given approval to do so by AIPP
 - (5) Taking time off for holidays / personal reasons without prior agreement with the Host Company
 - (6) Taking sick leave without providing your host company a medical certificate if asked to do so by the host company
 - (7) Changing Internship hours without prior permission from the supervisor at the company and the Student's educational institution (if applicable)
 - (8) Demanding payments from the host company if the internship is unpaid
 - (9) Acting in any way that adversely affects the smooth running or operations of the host company. For example: unauthorised Student downloads, using company resources in an unacceptable manner. etc.
- (3) Any breach of the AIPP Code of Conduct at any stage of the Internship Program
- (4) Exceptional circumstances may be considered at the sole discretion of AIPP
- 4) Post internship components (upon successful completion of the Internship Program):
- 1) Inclusion in AIPP's Talent Pool for the purpose of referring Students to AIPP host company partners for future job placement opportunities as they arise (Subject to the Student's fit with the respective opportunities)
 - 2) A Letter of Recommendation for the Student's Host Company
 - 3) An Certificate of Completion from AIPP
 - 4) A review of the Student's LinkedIn profile plus feedback from AIPP.
- 3) Every effort will be made to arrange a placement within the students' preferred field.
- 4) AIPP will strictly adhere to the "Student touch points scheduled" as defined by AIBM as well as provide AIBM reporting as required.