

Employment in Australia

WHAT INTERNATIONAL STUDENTS NEED TO KNOW



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

MGSM Career Services has developed this handout for international students who are studying either MBA or Master of Management programs at MGSM. The handout aims to introduce international students to some essential information about employment in Australia and what they need to prepare themselves to achieve their career goals. Throughout their studies and beyond, the Career Services office offers a range of services and resources to assist our international students.

The employment environment varies across different countries, so it is essential to understand the local market (trends and customs) and your work rights. What do you need to get yourself work ready?

- Correct work rights – this will depend on your [visa](#)
- [Tax File Number \(TFN\)](#)
- An Australia Resume and Cover letter.

WHAT IS A TAX FILE NUMBER

People looking to work in Australia are required to have a TFN and to ensure they declare their tax rate to their employer or they will be taxed at the highest rate. A Tax File Number can be obtained online from the [Australian Tax Office](#). We advise to obtain this as soon as you settle in Australia to begin your job search.

WHERE DO I SEARCH FOR A JOB AND HOW MANY HOURS CAN I WORK?

Australia has a number of general job boards that you can utilise in your job search (More information can be found in this handout).

MGSM also runs an active Jobs Board, which lists job and internship opportunities we receive from organisations.

If you are on a student visa, you are allowed to work for 20 hours a week (40 hours per fortnight) with unlimited hours during the University breaks. To check your visa work conditions, visit the [Department of Immigration website](#).

HOW CAN I APPLY FOR JOBS

In Australia, most employers require applicants to submit a resume, cover letter, and a statement addressing the selection criteria (if necessary). You are either asked to send your application via email to the contact specified in the job advertisement or complete an online application.

A resume is document that highlights your education and previous experience and can also include extra/co-curricular activities, and interests. This document is crucial in determining your success in progressing through to the next stage of the application process or obtaining the job. Whilst a cover letter enables you to expand on your knowledge of the business, demonstrate how you can fit into their organisation culture and your motivation to work there.

Ensure that your resume and cover letter is in an Australian format and that you tailor it for each application. We have a range of templates that you can use as a guide. Prior to sending your application to an employer, you are welcome to meet with the careers coach for a one-on-one session to review your resume.

MOST INTERNSHIPS/GRADUATE PROGRAMS REQUIRE APPLICANTS TO BE AN AUSTRALIAN CITIZEN OR A PERMANENT RESIDENT. THERE DOESN'T SEEM TO BE OPPORTUNITIES FOR ME.

Most large organisations advertising graduate programs and internships have residency requirements. It is important that you read their job description carefully to ensure that you are eligible before applying. Job search for international students is difficult – that is the reality of it. But this should not discourage you!

Although it is ideal, you do not need to apply with large organisations to gain experience. You can apply for part-time/casual roles with small businesses that have positions relevant to your degree. Even though you may not be eligible for internships or graduate programs in your preferred organisation, we encourage you to visit their Careers page to see if there are part-time/casual/temporary roles that you can apply for.

I DON'T HAVE ANY LOCAL EXPERIENCE IN AUSTRALIA. WHAT SHOULD I INCLUDE IN MY RESUME?

Despite not having local experience, don't let this stop you from applying! You can highlight skills gained from previous overseas experience and throughout your studies such as group work, analytical skills through assignments etc. Focus on the skills you have rather than apologising for lack of local experience. Your overseas education and experience are just as valued when addressing the selection criteria. Your cultural background may also be an advantage – your experience of other cultures/languages/countries will have contributed in shaping your interpersonal and communication skills, and your maturity/life experience show this could be benefit the role you are seeking.

CONSIDER STUDYING THE UNITS THAT CAN HELP YOU GAIN SOME LOCAL EXPERIENCE

The following two units offer great opportunities for international students to work with local organisations on “real” business projects for a period of one term (ten weeks). The projects will be supervised by a member of faculty. Please check the Unit Guides for more information on the Eligibility Criteria to enrol.

MGSM955 Management Internship (MBA students)

This elective unit is designed for MBA students at advanced stages of their degrees to work in an Australian organisation on a ‘real time’ business project. Once the scope of the project has been signed off by MGSM and the organisation, the student will be enrolled in the unit. At the conclusion of the Internship the student must present a report to the organisation and MGSM. The report forms the main basis of the student’s assessment for inclusion on their academic record. MGSM Interns are expected to work at a high level and have advanced communication, research, writing, consulting and project management skills.

MGNT810 Professional Practice (MMgmt students)

This double core unit (equivalent to two units) enables students to assume the role and practices or processes of management consultants as well as integrate, synthesise and practically apply the knowledge and skills gained over the course of the program. The central learning activity is to work closely with a corporate client in developing creative, result-oriented solutions to a specific, identified business issue. This unit provides an intense experiential learning opportunity in a ‘real-world’ situation supported by mentorship from a member of faculty.

HOW MUCH SHOULD I BE PAID?

When applying for jobs, ensure that it meets the current minimum wage as specified by Fair Work Australia. Some useful terms to know include:

- **Salary** – a fixed annual amount of pay
- **Wages** – an hourly rate of pay
- **Pro-rata** – a proportional rate of pay for part-time employees
- **‘Cash in Hand’ or ‘off the books’** – being paid without the employer first taking out the required taxes. This is against the law and employers risk fines in doing so. Check your pay slip to make sure tax in being deducted.
- **Unpaid internships** – the Fair Work Act provides guidance on what kinds of internships comply with Australian labour laws. Refer to the Fair Work

- Ombudsman for further information
- **Unpaid trials are against the law**
- **Commission-only work** – no base salary or wage. You only get paid for the sales you make
- **Penalty rates** – you can receive higher rates if you are working during weekends, public holidays, or overtime.

USEFUL LINKS

JOB SITES

- MGSM Jobs Board - <http://goo.gl/sS0v87>
- MQ Career Hub – www.mq.edu.au/careers
- QS Global Workplace - <http://www.global-workplace.com/>
- MBA-Exchange - <http://www.mba-exchange.com/>
- Seek – www.seek.com.au
- CareerOne – www.careerone.com.au
- Indeed – www.indeed.com.au
- Jobserve – www.jobserve.com.au
- LinkMe – www.linkme.com.au
- MyCareer – www.mycareer.com.au
- Monster – www.monster.com
- Ethical jobs – www.ethicaljobs.com.au

RECRUITMENT AGENCIES

- Michael Page – www.michaelpage.com.au
- Robert Half – www.roberthalf.com.au
- Hudson – <http://au.hudson.com/>
- Apsley Recruitment - www.apsleyrecruitment.com.au
- Atomic Consulting – www.atomicconsulting.com.au
- Chandler Macleod – www.chandlermacleod.com.au

VOLUNTEER

- Volunteering Australia – www.volunteeringaustralia.org
- Seek Volunteer – www.volunteer.com.au
- Go Volunteer – www.govolunteer.com.au
- Pro Bono Australia (Skilled Volunteer) - www.volunteermatch.com.au

GOVERNMENT SITES

- Department of Immigration and Citizenship – www.immi.gov.au
- Fair Work – www.fairwork.gov.au
- Job Outlook – www.joboutlook.gov.au
- Job Guide (occupations and their education/training pathways) - www.jobguide.deewr.gov.au

CAREER INFO AND PLANNING SITES

- MyFuture – www.myfuture.edu.au
- aLife (profiling, career direction) – www.alife.net.au
- Graduate Careers Australia - www.graduatecareers.com.au

FIND OUT MORE

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