



## ACCOUNTING INTERNSHIP &amp; LANGUAGE PROGRAM

## DATES

19 JUNE - 23 JULY 2017

## COST

\$6,500\*

## NUMBER OF PLACES

2

## LOCATION

TOKYO

## PARTNER INSTITUTE

[INTERNSHIPS IN JAPAN](#)

## ACCOMMODATION

SELF- ORGANISED

## VISA REQUIREMENTS

N/A for travel up to 90 days for Australian citizens

## PROGRAM INCLUSIONS

- Return flights
- Non-refundable IJ application fee (JPY54,000)
- Basic language training prior to departure
- Airport pick up
- IJ Internship program package including: Guaranteed internship placement; insurance (while abroad); CV and interview support; internship preparation ie Japanese business manners and Japanese language refresher; arrival orientation; welcome dinner; career consultation and 24hr emergency support.

## PROGRAM EXCLUSIONS

- Passport costs ensuring 6 months validity upon return of travel (and visa if required)
- Insurance for flights
- Incidentals, meals, local transport, personal spending money
- Accommodation costs

\*Optional extra to be purchased at JPY60,000: local support package including e-train/bus card (JPY5,000), rental Wi-Fi router, pre-paid mobile (including JPY3,000 charged), Tokyo map and Tokyo guide.

## FUNDING

2 x \$3000 grants funded through the Department of Education Endeavour Mobility grants program is available and will be awarded to the top 2 eligible\* students identified in the application assessment process.

\*Eligible applicants must be an Australian citizen or permanent resident.

## ELIGIBILITY

FNS50215 DIPLOMA OF ACCOUNTING - January 2017 intake  
FNS40615 CERT IV IN ACCOUNTING - January 2017 intake articulating into the Diploma in July 2017

## PROPOSED LINK TO COMPETENCY

FNSACC504 Prepare financial reports for corporate entities  
FNSACC501 Provide financial and business performance information

Students will be advised of their assessment requirements prior to departure by their faculty teachers.

## PROGRAM OVERVIEW

Successful students will be recommended to Internships in Japan (IJ) to provide an international internship opportunity through partnership companies in Japan relating to their field of study.

Prior to departure, IJ will conduct initial screening of recommended students and assist with the development of CV's/interview skills prior to arranging Skype interviews with potential employers. IJ will also assist with visa requirements (if necessary) and assist with finding accommodation such as homestay or shared style apartments. Students will also receive basic Japanese language training and cultural immersion skills as part of the per-departure program.

Upon arrival in Japan, students will be greeted by IJ and accompanied to their accommodation. The first week in Japan will involve an orientation, welcome dinner, Japanese business manners and a refresher of Japanese language lessons. Students will then commence their 4 week internship, allowing each weekend as free time to explore the city of lights.

- A detailed draft itinerary will be provided to students after acceptance into the program but please note that this may also be subject to change.

**N.B In addition to the TAFE Queensland Brisbane application process, students will also need to complete the necessary IJ application documents as included with this fact sheet.**

## ENQUIRIES

Faculty: Business

Team: Accounting

Administration office: South Bank campus. G block, level 5

Key contact: Cathy Thomas

Email: [Business.Brisbane@tafe.qld.edu.au](mailto:Business.Brisbane@tafe.qld.edu.au)

## INFORMATION SESSION DATE

16 FEBRUARY 2017 6PM

South Bank C1411

## APPLICATION OPEN DATE

17 FEBRUARY 2017

## APPLICATION DUE DATE

COB 3 MARCH 2017

## MANDATORY PRE-DEPARTURE SESSION

31 MARCH 2017 12PM

Refer to the Study Abroad prospectus on our [webpage](#) for further details on how to apply.

REGISTER  
NOW

\*Price and information is subject to change.

13 72 48

[tafebrisbane.edu.au](http://tafebrisbane.edu.au)

RTO 0275 | CRICOS 03020E

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Brisbane

## INTERNSHIPS IN JAPAN - IMPORTANT DATES AND APPLICATION REQUIREMENTS

<b>June 2017 Program Timeframes</b>		
Date	Activity	Organisation in charge
February March 2017	Start of the promotion to students	TAFE
	Participants recommended to ICC	
	Aptitude check on Skype	
17 March 2017	Deadline for the application (if no visa needed)	Students/TAFE
	Application fee payment	
March to early May	Correction of CV + CL	IJJ
	Placement of the students	
May	Accommodation arrangement	IJJ/Students
19 June 2017	Start of the program	IJJ

<b>Application requirements</b>	
Document 1	TQB Application form
Document 2	Written Student Statement
Document 3	Written References x 2 (at least 1 must be your teacher)
Document 4	Copy of passport
Document 5	IJJ Application form
Document 6	Copy of Resume
Document 7	IJJ Career Counselling form
Document 8	Business photo (example attached)
Document 9	Cover letter
Document 10	Recommendation letter

**Internship in Japan Application form 2016**

First name						<input type="checkbox"/> Male <input type="checkbox"/> Female
Last name						
Date of birth	Year		Month		Day	
Address						
Phone	Country code	+				
Nationality						
Skype ID				E-mail:		
University				Major		
				Graduation year		
How did you find us?						

Program	Duration						
<input type="checkbox"/> TAFE program	From	Year		Month		Day	
	To	Year		Month		Day	
	Number of weeks						

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DATE OF SIGNATURE

*\*By signing this agreement, the applicant agrees with our terms & conditions 2016 below.*

**Emergency contact details**

1.

<b>First name</b>	
<b>Last name</b>	
<b>Relationship</b>	
<b>E-mail address</b>	
<b>Home phone</b>	+
<b>Work phone</b>	+
<b>Cell phone</b>	+
<b>Address</b>	

2.

<b>First name</b>	
<b>Last name</b>	
<b>Relationship</b>	
<b>E-mail address</b>	
<b>Home phone</b>	+
<b>Work phone</b>	+
<b>Cell phone</b>	+
<b>Address</b>	

Information for your accommodation			
Intended check-in date		Intended check-out date	
Duration in weeks			
Do you smoke?			
Do you drink?			
Can you live in a house with children?			
Can you live in a house with pets?			
Describe your personality			
Is it your first time abroad?		Is it your first time in Japan?	
Do you have a request?			

Important health information			
Do you have allergies?		Which ones?	
Do you have phobias?		Which ones?	
Do you have a chronic disease?		Which ones?	
Are you taking medication?		Which ones?	
Other relevant information.			

## Counseling sheet - Internship in Japan 2016

<b>Counselor</b>	Jonathan	<b>Counseling date</b>	2016 年	04 月	01 日
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### Personal information

<b>First name</b>						
<b>Last name</b>						
<b>Citizenship</b>						
<b>Gender</b>						
<b>Country of residence</b>						
<b>Date of birth</b>	Year	年	Month	月	Day	日
<b>Email</b>						
<b>Phone</b>						
<b>Mobile</b>						
<b>Skype ID</b>						
<b>Street address</b>						
<b>City</b>						
<b>ZIP code</b>						
<b>State &amp; country</b>						

### Academic background

<b>University</b>					
<b>Major field of study</b>					
	Graduation Year		Grades		
<b>Languages</b>	English	Please select one	Japanese	Please select one	
<b>Other Languages</b>					

### Internship details

<b>Expected starting date</b>	Year	年	Month	月	Day	日
<b>Duration in weeks</b>						
<b>Requirements if any</b>						
<b>Field of interest</b>						
<b>Skills / Softwares / Programming languages / Etc.</b>						
<b>What is your career goal?</b>						
<b>How did you learn about us?</b>	Please select one					
<b>Counselor's notes</b>						

# Name NAME

## PERSONAL INFORMATION

Nationality X  
Gender X  
Date of birth Year, Month in letters, Day  
Telephone 000 0000 0000  
Email [name@service.com](mailto:name@service.com) ← Use a serious address  
Address XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

## PROFESSIONAL EXPERIENCE

Since July 2015 Company name (Activity) – Town, country  
**✦ Job title**  
*Quick description of your tasks and responsibilities. Get to the point.*

December 2013 - March 2014 Company name (Activity) – Town, country  
**✦ Job title**  
*Quick description of your tasks and responsibilities. Get to the point.*

## INTERNSHIPS

January 2011 – May 2011 Company name (Activity) – Town, country  
**✦ Job title**  
*Quick description of your tasks and responsibilities. Get to the point.*

## EDUCATIONAL BACKGROUND

2008 – October 2012 School's name – Town, Country  
Course name / type  
**Degree in ???. Major in ???, minor in ???.**

2006 – 2008 School's name – Town, Country  
Course name / type  
**Degree in ???. Major in ???, minor in ???.**

## QUALIFICATIONS Etc.

**Languages:** *English:* Native, *Language 2:* Bi-cultural, *Language 3:* Working proficiency, *Language 4:* Basics

**Informatics:** Professional softwares and OS

**Sports & Hobbies:**



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**in JAPAN**

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