**SME APPLICATION FORM**

To register your interest in being a host employer for the internships commencing between November 2020 and February 2021, please **complete the information below, save as a Word document and return to** [defenceinternships@qtac.edu.au](mailto:defenceinternships@qtac.edu.au) **by latest 5 June 2020.** Items highlighted in yellow will be included in the website information about the placement.

|  |  |  |
| --- | --- | --- |
| **Company Name** |  |  |
|  |  |  |
| **Business Name** |  |  |
|  |  |  |
| **Physical Address (Website will display the suburb and city details only)** |  |  |
|  |  |  |
| **Postal Address (if different from above)** |  |  |
|  |  |  |
| **Site Address (if applicable and different from above)** |  |  |
|  |  |  |
| **Metropolitan or regional** |  | Metropolitan  Regional |
|  |  |  |
| **ABN** |  |  |
|  |  |  |
| **ACN** |  |  |
|  |  |  |
| **Workers compensation insurance provider and policy number** |  |  |
|  |  |  |
| **Organisation size (in full-time equivalent)** |  |  |
|  |  |  |
| **Number of accredited engineers** |  |  |
|  |  |  |
| **Areas of engineering specialty (please select up to three)** |  | Aerospace/Aeronautical  Chemical  Civil  Electrical/Electronics  Industrial/Manufacturing  Materials  Mechatronic  Mechanical  Software  Systems  Other (please specify) |
|  |  |  |
| **Description of what the business does. (Please avoid using jargon and acronyms as much as possible)** |  |  |
|  |  |  |
| **Current defence work the business is undertaking** |  |  |
|  |  |  |
| **Primary Organisation Contact**  Name  Position  Office Phone  Mobile  Email |  |  |
|  |  |  |
| **Secondary Organisation Contact**  Name  Position  Office Phone  Mobile  Email |  |  |
|  |  |  |
| **WHS Delegate**  Name  Position  Office Phone  Mobile  Email |  |  |
|  |  |  |
| **Supervising Engineer**  Name  Position  Office Phone  Mobile  Email |  |  |
|  |  |  |
| Internships run for 450 hours or 12 weeks. Please indicate your preferred commencement months |  | November 2020  December 2020  January 2021 |
|  |  |  |
| Please describe the projects/tasks that the intern would be participating in. |  |  |
|  |  |  |
| What technical skills does your intern need (eg Java, C+, CAD)? |  |  |
|  |  |  |
| What interpersonal or other qualities would your ideal intern possess? |  |  |
|  |  |  |
| How would you provide supervision and support for your intern during their time with you? |  |  |
|  |  |  |
| Are there any special certifications or permissions the intern requires to work on your worksite? |  | Yes (Please specify details)  No |
|  |  |  |
| Are there any special WHS risks that need to be considered when placing an intern? |  |  |
|  |  |  |
| Would the internship be restricted by ITAR (International Traffic in Arms Regulations)? |  | Yes  No |
|  |  |  |
| What are the minimum and maximum number of interns your business would be prepared to host? |  | Minimum:  Maximum: |
|  |  |  |
| Is there any other information that needs to be taken into account? |  |  |

**Work Plan**

Please outline your plan for the 12 week internship. Remember to include items such as induction and orientation at the commencement of the internship and also a project delivery and debrief period at the end of the 12 weeks. An example is provided for you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK #** | **TASK** | **DESCRIPTION** | **EXPECTED LEARNING OUTCOMES** | **RELEVANCE OF TASK TO PURPOSE OF INTERNSHIP** | **TIME TO COMPLETE** | **SUPERVISOR** | **EQUIPMENT/PROGRAMS UTILISED** |
| *eg* | *Design, Develop & Test Software for Network Equipment* | *Working in a “pair-programming” environment undertake the design development and test of software to monitor and control network equipment.* | * *Develop engineering design skills* * *Exercise software skills* * *Develop ability to work in small team* * *Develop testing skills* * *Develop reporting and planning skills* | * *Understand how software needs to be design and developed for Defence.* * *Understand the testing rigour required by Defence.* | *15 days* | *Technology Development Manager* | *N/A* |
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Please feel free to call us on 07 3858 1274 or email [diipinternships@qtac.edu.au](mailto:diipinternships@qtac.edu.au) if you have any questions or need any assistance.