



Internship Guideline

1. Overview

From time to time, Energy Consumers Australia will accept applications for paid internships from people wanting to gain experience in and contribute to energy consumer policy, advocacy or research.

2. Eligibility

To be eligible, applicants must be:

- An undergraduate student, postgraduate student or recent graduate of arts, business, economics, engineering, law, science, sociology or other related discipline.
- Australian citizens or have Australian residency or be undertaking study at an Australian University.

3. Selection Criteria

Internships will only be awarded to applicants who submit an internship application that has the capacity to advance or support the interests of energy consumers and who can demonstrate that they have the analytical, research, technical, advocacy and/or communication skills to successfully complete the internship.

4. Application Process

Applications are accepted throughout the year and must include:

- A covering letter that includes contact details, student status and course details, a statement on the applicant's interest in consumer energy issues and in undertaking an internship at Energy Consumers Australia.
- Either a one-page project proposal on a specific energy issue or expression of interest in working in one of Energy Consumers Australia's focus areas advocacy, communications, research, strategic engagement, economics or another current projects.
- A Curriculum Vitae that includes two referees
- A copy of the applicant's academic record.

Applications are to be submitted by email to hr@energyconsumersaustralia.com.au.

All applications are reviewed by a selection panel comprising of two Energy Consumer Australia staff directors. Applicants may be asked to an interview, following which successful applicants will be offered an internship that includes a document that sets out the work that will be undertaken by the intern, expected outputs and the period of the internship.

Energy Consumers Australia reserves the right not to award an internship to applicants.

The Energy Consumers Australia website is a good source of information on current activities and priorities www.energyconsumersaustralia.com.au.

5. Period of Internship

Internships will generally be for a period of 4 to 6 weeks and maybe undertaken on a part or full-time basis as agreed between Energy Consumers Australia and the intern.

6. Place of Internship

Interns will be primarily based in the Energy Consumer Australia's office.

7. Support for Interns

An Energy Consumers Australia staff Director will be assigned to provide support and facilitate and supervise the work during the internship.

8. Terms and Conditions

Interns will be bound by Energy Consumers Australia's Code of Conduct, policies and confidentiality agreement. The rate of pay for the internship is based on the Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 3. Internships may be terminated for misconduct or unsatisfactory performance. Any internship outputs remain the property of Energy Consumers Australia.

9. Enquiries

Please direct any enquiries to the Director Governance & Corporate – 02 9220 5500 or hr@energyconsumersaustralia.com.au.

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1.0	Original	CEO	01/03/2019