



Australian Institute of Business and Management Pty Ltd
trading as
KING'S OWN INSTITUTE



From: Dr D R Hinchliffe, PhD, CPT
Chief Executive Officer and Dean

**INTERNSHIP PLACEMENTS
NOTICE TO ALL KOI STUDENTS
4 November 2016**

1. As part of the King's Own Institute (KOI) commitment to assisting KOI students in their professional aspirations, KOI has negotiated with a private contractor to place qualified KOI students in a training program leading to individual internship placements with Sydney businesses.

2. Internships are a valuable part of the experience of all those seeking employment, and the opportunity to gain internships is highly sought after.

NOTE. This is a voluntary program and does NOT count for credit towards the degree program. It is a matter for all successful internship applicants to ensure that the internships fit in with their academic programs.

3. The standard cost of the internship programs is \$1500 for each student. Each qualified KOI student will contribute \$500 towards the program cost. Details of the training program and the internship placements can be seen ([Attached – Appendix A](#)).

4. Qualified students. The KOI requirements are as follows:

a. The KOI student must have completed a minimum of 50% of the degree program at the time of application for the Internship Placement.

NOTE. 50% of the degree program is calculated after subtracting any external Credits or RPLs.

b. The KOI student must, at the time of application, have a Grade Point Average (GPA) of no less than 3.5 (*Credit plus average*).

c. English Language ability. To make sure that their English language ability merits an internship placement, all applicants must be interviewed by me, or someone designated by me.

5. Applications are made by paying \$500 to KOI and completing the required Internship Placement application (<http://www.aipptraining.com.au/koi-student-registration/>). **Any enquiries can be made to Jane Campbell, Marketing Manager, marketing@koi.edu.au.** Applications close each trimester at the end of the third week of teaching.

For this first offer of Internship Placements, those who completed course requirements on 4 November 2016 may apply up to 4 February 2017 to be considered.

Dr D R Hinchliffe, Chief Executive Officer and Dean