API BURSARY STUDENT - VACATION PLACEMENTS PROCESS

ACTIVITY	TIMING	ACTIONS
Bursary Students Advise of Availability to Undertake Summer Vacation Placement	Start : August Finish: August	· Current Bursary Holders (BH) (2nd, 3rd and 4th Year if double degree) are to nominate their Summer vacation preferences by emailing their State Bursary Coordinator (SBC) with completed: 1. 'Vacation Placement Nomination Form 2. Current 'Resume' or 'CV' · **Documents are to be** submitted to (SBC to arrange date).
Bursary Student Vacation Placement Preliminary Selection Interviews	September University Mid Semester Break or close to this. ½ Day Session with all API Member reps and API Bursary Students (regional students to join via teleconference)	Summer Vacation placements Interview Workshop Agenda: • Group Exercise / Role Play (40 minutes) - Optional • Industry Rep Briefings on Company and Roles Available to all students (5-8 minutes each – max 40 mins) • Individual Student Interviews with Industry Member representatives (5-10 minutes each – max 120 minutes) • Following Interviews Bursary Students to advise of any preferences they may have for the summer vacation (if any) (10 mins max) • Industry reps meet and select bursary students for summer vacation placements as a group (max 60 mins) API State Bursary Coordinators advised of recommended API Bursary student's vacation placements.
Bursary Students Advised of Recommended Summer Vacation Placements and Follow Up Interviews (if required)	By End September	Industry Reps/SBC advises students of recommended Summer Vacation Placements, final interview contact details if requested and contact details for finalising vacation placement timings, location etc.
Summer Vacation Placement Arrangements with Bursary students Finalised	By End October	Industry Reps advise (CC in SBC) API Bursary Students of Summer Work Placement Arrangements (including Work Scoping/Brief – template attached as Appendix A)

API Bursary
Nomination for Vacation Placement

The aim is to develop a relationship between the bursary students and the sponsor companies. There is an expectation of companies to supply vacation positions and students to engage with them. Please, indicate below if there are any risks of you not taking up the placement with sponsor companies.

Please fill out the form below and together with *your most recent Resume* and *advise of your commitment to attend the API Bursary vacation placement interviews (Date and time to be advised by your State Bursary Coordinator)* , send to your State Bursary Coordinator (insert state Coordinator Name and email address): <u>email</u> with subject line: 'Re: 'API Vacation Placement Nominations'.

Student's Name:	
University:	
Current Course (year and specialisation – give details of power engineering subjects/units completed):	
Current GPA:	
Contact details (ph, email, mail):	

1. What do you hope to gain from vacation employment with the bursary sponsors?

2. What are your intentions of seeking a career in the energy sector?

3. What is your preferred type of vacation work and why?

4. Is there any impediment/reason for not being able to relocate outside of your area of residence (Note: API can provide some accommodation support up to $150 per week).

5. Please provide your availability over the Summer break:

Appendix A

API BURSARY STUDENT WORK SCOPE/BRIEF (Project Brief Template)

Work/Project Title:

Project Supervisor:

Department:

Date of Commencement:

Background – What is the business context of this project? How has the project arisen?

Project Scope

Objective – What is the aim of the project?

Inclusions – What is to be covered? High level step by step plan/activities

Exclusions – What is not to be covered?

Resources

Team Resources and Contacts:

Other Useful Resources:

Deliverables – What are the outputs required? What is the level of detail/quality/analysis required? Are there any other criteria that need to be met?

Timetable – What are the due dates of the deliverables? Are there key milestone dates that must be met?

Student Learning Objectives/outcomes – What are the learnings/competencies the student should gain from undertaking this work?