

# CIPS Australia



## Driving excellence in procurement and supply management

### CIPS Australia Student Intern Programme

CIPS is about to pilot its first intern programme in Melbourne to help students kick start their careers in the procurement profession.

The programme, aimed at undergraduate business students, is hoped to provide all important 'relevant' work experience which is so often demanded yet very hard to gain. Similarly, it is hoped to provide organisations looking to recruit, access to the brightest students and an opportunity to assess the skills and abilities available before formally recruiting.

CIPS is keen to assist both students and procurement organisations overcome these challenges, hence the Student Intern Programme. The new programme has been generously sponsored by Jigsaw Search, a leading specialist in Procurement and Supply Chain recruitment. Jigsaw Search will review student applications and match suitable candidates with participating organisations.

The placement period is 4 to 8 weeks during January – March 2011, during which time a relevant project will be completed by the student intern. Projects could include: designing a survey to assess procurement team performance, conducting a spend analysis or researching sustainability opportunities. Participating organisations will nominate a project that suits their needs. All placements will need to be finalised by the end of November 2010.

### The process

- Once organisational participation is confirmed, details of the projects available will be advertised online at both the Jigsaw Search and CIPS website.
- Interested organisations and students should contact Jigsaw Search. A Graduate Application Form will need to be completed by all applicants before Jigsaw Search will start the placement process. In conjunction with CIPSA, Jigsaw will review applications and match the best suited applicants, organisations and projects.
- Jigsaw will work with HR from participating organisations to ensure all relevant program requirements and details are captured for both the organisation and the student.
- Students will be engaged on an allowance basis - minimum daily wage is \$50 per day. Employment is expected to be full time for the 4-8 week duration, or as nominated by the participating organisation.
- Upon completion of the placement, CIPSA will issue interns with a Certificate of Completion and Jigsaw will offer a career plan meeting.
- Participating organisations are not expected to offer interns an ongoing role. However, it is hoped the programme will provide both parties with a valuable experience.
- At all times throughout the placement, a representative from Jigsaw Search or CIPSA will be contactable to assist with any queries about the programme.
- Applications must be submitted by COB Friday 5 November 2010. All placements will be finalised by COB Friday 26 November 2010.

CIPS is now looking for organisations and candidates who would like to participate in this exciting initiative.



Please contact Steve Jamieson from Jigsaw Search at [steve@jigsawsearch.com](mailto:steve@jigsawsearch.com) to register your interest.