



# Online Registration Process

## Help Guide for Businesses and Other Organisations

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## About This Guide

- » This guide is intended to assist businesses and other organisations in completing the online registration process for the **New Colombo Plan Internship and Mentorship Network**.

## Getting Started

The registration process should take no longer than 10 minutes to complete. Please complete the process in its entirety before submitting your registration. Mandatory fields are indicated in red. If you have any trouble accessing this site, please contact the New Colombo Plan Secretariat at +612 6261 9840 or [ncp.business@dfat.gov.au](mailto:ncp.business@dfat.gov.au).

Please note that the registration form will time-out after 20 minutes of inactivity.

- » On the main page click **Register** to launch the registration process.



Internships and mentorships are hallmarks of the New Colombo Plan (NCP), a signature Australian Government initiative to lift knowledge of the Indo-Pacific in Australia by supporting Australian undergraduates to study and undertake internships and mentorships in the region.

The NCP Internship and Mentorship Network connects private-sector organisations looking for the best and brightest and NCP students seeking a rewarding and challenging workplace experience in the Indo-Pacific to complement their formal studies under the program.

As a registered NCP Internship and Mentorship Network member, private-sector organisations can access a diverse talent pool and support students in obtaining professional experience in the region, and universities and NCP students can access the internship and mentorship opportunities made available by registered organisations.

The network is open to registrations by those offering placement opportunities directly or with their members. Third party and commercial providers do not qualify to register.

If your organisation would like to be involved, [register your interest](#), or visit the New Colombo Plan website for more information on the program and the Internship and Mentorship Network.

Log into the Network



[Forgotten your password?](#)

Log In

Register



## Introduction

This is the introductory step and includes information about the online network and how you can present the opportunities that you wish to offer New Colombo Plan students.

We hope that you find useful the range of options for registering workplace opportunities to New Colombo Plan students. You can submit opportunities in a variety of ways:

- » registering specific opportunities according to location, discipline and timeframe – this allows organisations to target student cohorts that interest them
- » registering a broad range of opportunities or interests – this allows organisations to attract a variety of interest from universities and students.

Organisations that are registering to use the online network for the first time are required to acknowledge that they have read and accepted the website's terms and conditions, which are available on this page.

- » Read and accept the **terms of use** before proceeding to the registration form.

### New Organisation Registration

Introduction Organisation Contact Offer Details Disciplines Locations Opportunities Final Step

Welcome to the **New Colombo Plan Internship and Mentorship Network**. The network supports collaboration between Australian universities, NCP students and private sector organisations in Australia and the region.

The network is open to registrations by those offering placement opportunities directly (i.e. a named business or organisation) or with their members (i.e. a contact point provided for a bilateral business chamber/association). Third party and commercial providers do not qualify to register.

Your organisation can use this website to make opportunities available to NCP students. Organisations can describe the types of opportunities they would like to offer and provide a point of contact and other specific details.

You can submit opportunities in a variety of ways:

- registering specific opportunities according to location, discipline and timeframe - this allows you to target specific students.
- registering a broad range of opportunities or interests in one single registration - this allows you to attract a variety of interest from universities and students.

The registration form should take no longer than ten minutes to complete. Please complete the form in its entirety before submitting your registration. Mandatory fields are indicated. Please note that the registration form will time-out after 20 minutes of inactivity.

Please read and accept the terms of use before proceeding to the registration form.

If you require further assistance, please read the Registration Process Help Guide or contact the NCP Secretariat on [ncp.business@dfat.gov.au](mailto:ncp.business@dfat.gov.au)

Yes, I have read and accept the [terms of use](#).

Next

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– Organisation page



## Organisation Details

At this step, you can submit information to promote your organisation to Australian universities and their students receiving New Colombo Plan awards. All information included on the form, including free text contributions, will be listed on the online network and made available to Australian universities and students to review. You can also include a link to your external website, if you wish to do so.

- » Enter your **organisation name**.
- » Provide a **brief description of your organisation**.
- » Enter your **website address**.

### New Organisation Registration

Introduction > **Organisation** > Contact > Offer Details > Disciplines > Locations > Opportunities > Final Step

All information listed below including free text contributions will be listed on the New Colombo Plan Internship and Mentorship Online Network and made available to Australian universities and NCP students to review. All primary fields need to be filled in. For more information on how to complete your registration, please refer to the help text against each field or the Registration Process Help Guide.

Please provide a brief description of your organisation.

**Name of Organisation \***

  
**About us \***

**Website**

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## Contact

At this step, you can provide a contact point to enable Australian universities and students to contact your organisation directly to enquire about the opportunities that you post on the online network.

Note: The personal information that you submit via this website will be published on the website and will be accessible by Australian universities, New Colombo Plan students and by the Australian Government's Support Services Organisation for New Colombo Plan students to assist with the implementation of work placement arrangements.

- » Enter your **first name** and **last name**.
- » Enter your **position**.
- » Provide your **email address**.

Note: This email address will be used to log in to the website.

### New Organisation Registration

Introduction > Organisation > **Contact** > Offer Details > Disciplines > Locations > Opportunities > Final Step

Please provide a contact point to enable Australian universities and students to contact your organisation directly to pursue placements.

Note: The personal information that you submit via this website will be published on the website for accessing by Australian universities, NCP Scholarship Holders and by the Australian Government's contracted Support Services Organisation.

<b>First Name *</b>	<input type="text"/>	<b>Last Name *</b>	<input type="text"/>
<b>Position *</b>	<input type="text"/>	<b>Email *</b> (This email address will be used to login once this request has been processed)	<input type="text"/>

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## Offer Details

You can use this page to provide details of placement opportunities you wish to offer to New Colombo Plan students.

Please use the drop down menus to select the details of placements that you would like to offer, noting that multiple fields can be selected. This will help you target students of most interest to your organisation. Help text is provided to guide you through the menus. If the type of opportunity that you wish to offer is not listed in the drop down menus, please specify in the space provided.

- » Select the **opportunity types** you wish to offer to New Colombo Plan students.
- » The **length** of opportunities is up to you and can vary depending on your preference.
- » Select the **placement types**.
- » Select the **compensation types**. Under New Colombo Plan guidelines, there is no requirement to pay students undertaking placements but your organisation may wish to offer compensation.

New Organisation Registration

Introduction > Organisation > Contact > Offer Details > Disciplines > Locations > Opportunities > Final Step

You can use this page to provide details of placement opportunities you wish to offer to New Colombo Plan students.

Please use the pull down menus to select the details of placements that you would like to offer, noting that multiple fields can be selected. This will help you target students of most interest to your organisation. All fields marked in red are mandatory.

<p><b>Opportunity Type</b></p> <p>[Red bar] [Dropdown menu]</p> <p>If Other, please specify</p> <p>[Text input]</p> <p>Selected Items</p>	<p><b>Compensation</b></p> <p>Under NCP guidelines, there is no requirement to pay students undertaking placements.</p> <p>[Red bar] [Dropdown menu]</p> <p>Selected Items</p>	<p><b>Placement Type</b></p> <p>[Red bar] [Dropdown menu]</p> <p>Selected Items</p>	<p><b>Length</b></p> <p>The length of opportunities is up to you and can vary depending on your preference.</p> <p>[Red bar] [Dropdown menu]</p> <p>If Other, please specify</p> <p>[Text input]</p> <p>Selected Items</p>
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## Disciplines

You can use this page to target students undertaking studies in a particular academic discipline, as relevant to the opportunity that you are offering. Australian students from all academic disciplines participate in the New Colombo Plan. If your organisation is interested in hosting a student from one or more specific academic disciplines, please select multiple options from the drop down menu below. If the discipline you want to target is not listed, please specify in the space provided.

- » Select one or more **disciplines**.

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Australian students from all academic disciplines participate in the New Colombo Plan. If your organisation is interested in hosting a student from one or more specific academic disciplines, please select multiple options from the drop down menu below. If other, please specify.

**Discipline**

**If Other, please specify**

**Selected Items**

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## Locations

You can make offers at a single location or offer placements at multiple locations, as best suits your organisation.

- » Click **Add Location** to add a location including city. To add multiple locations, repeat this step.

New Organisation Registration

Introduction > Organisation > Contact > Offer Details > Disciplines > **Locations** > Opportunities > Final Step

You can make offers at a single location or offer placements at multiple locations, as best suits your organisation.

Please list the location (including city) of the opportunity, noting that a separate registration can be completed for each location if you wish to provide further details.

**Note: organisation must have at least one location.**

[+ Add Location](#)

Edit	Delete	Location
No records to display.		

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- » Select a **location** from the drop down menu.
- » Enter the **city**.
- » Click **Update** when done.

Location Details

Location \* City \*

Save Cancel

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## Opportunities

Further to the offer details you have entered, this page allows you to enter details of specific opportunities or other requirements you wish to draw to the attention of New Colombo Plan students. For example, you may wish to enter details of required language skills, a date range for specific opportunities or direct students to an external website containing further information on work place programs offered by your organisation.

Note: Completing this page is not mandatory if you consider that the information you provided under the 'Offer Details' step is sufficient.

- » Click **Add Opportunity** to enter details of specific opportunities. To add multiple entries, repeat this step.

### New Organisation Registration

Introduction > Organisation > Contact > Offer Details > Disciplines > Locations > **Opportunities** > Final Step

Further to the offer details you have entered, this page allows you to enter details of specific opportunities you wish to offer to New Colombo Plan students. For example, you may wish to enter details of required language skills, a date range for specific opportunities or direct students to an external website containing further information on internship programs.

**Note: completing this page is not mandatory.**

[+ Add Opportunity](#)

Edit	Opportunity	Location	Start Date
No records to display.			

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- » Provide a **brief description** about the specific opportunity you wish to offer.
- » Select the **opportunity type, location**, including **city**, and a point of **contact**.
- » Provide other details about this specific opportunity, as considered appropriate.
- » Click **Save** when done.

**Opportunity Details**

**Brief Description** (Please provide a brief description about the opportunity you wish to offer)

**Opportunity Type**  ▼ **Other**

**Length**  ▼ **Other**

**Compensation**  ▼ **Placement Type**  ▼

**Discipline**  ▼ **Other**

**Location**  ▼ **City**

**From**   **To**

**Web Address** (You may wish to include a link to an external website)

**Additional Information** (Please provide any additional relevant information, such as required language skills)

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## Final Step

This is the final step of the registration process.

The information you submitted via the online registration process will be processed by the New Colombo Plan Secretariat to enable it to be included on the website.

Subject to the success of your registration, we will send you an email with instructions on how to log into the website to view your organisation's listing.

We will also provide instructions on how you can upload your organisation's logo on the website.

The New Colombo Plan Secretariat does not arrange the individual work placements offered by your organisation. Students or universities interested in an opportunity offered by your organisation will contact your nominated contact person. The arrangements for a specific work placement are settled directly between your organisation and the accepting student and their university.

For further assistance please contact the New Colombo Plan Secretariat on +612 6261 9840 or [ncp.business@dfat.gov.au](mailto:ncp.business@dfat.gov.au).

- » Click **Submit Registration** to submit your registration.

**New Organisation Registration**

Introduction > Organization > Contact > Offer Details > Disciplines > Locations > Opportunities > **Final Step**

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This is the final step of the registration process.

The information you submitted via the online registration process will be processed by the New Colombo Plan Secretariat to enable it to be included on the website.

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