



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 email 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.

The screenshot shows the New Colombo Plan website interface. At the top, there is a navigation bar with the Australian Government logo and the New Colombo Plan logo. Below this is a large banner image of a city skyline (Tokyo) with the text 'TOKYO' and 'Internship and Mentorship Network'. To the right of the banner is a 'Log In to the Network' section with input fields for email and password, and buttons for 'Log In', 'Register', and 'Forgot your password?'. Below the banner, there is a block of text providing information about the program and contact details.

The New Colombo Plan is a signature initiative of the Australian Government, bringing knowledge of the Indo-Pacific by supporting Australian undergraduates to study and undertake internships in the region.

The NCP Internship and Mentorship Network connects private-sector organisations looking for the best and brightest with NCP Scholars seeking a rewarding and challenging workplace experience in the Indo-Pacific.

Registering as a Network member will give your organisation access to a diverse talent pool and help support students in obtaining professional experience in the region. For information on other ways your organisation can get involved please go to [the NCP website](#).

In addition to registered organisations, only NCP Scholars and Australian universities have access to the Network listings. If you are a NCP Mobility Student interested in opportunities for internships under a semester grant, please contact [your university's NCP contact point](#) for information on possible internship hosts.

If you have problems accessing this site or the site content please email ncp.business@dfat.gov.au.



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.

The screenshot shows the 'New Organisation Registration' page. At the top, there is a header with the Australian Government logo and the New Colombo Plan logo. Below the header, the page title is 'New Organisation Registration' with a 'Help?' link. The main content area is titled 'Step 1 of 8: Introduction'. The text on the page includes: '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.' It also states: '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.' Further text explains that organisations can use the website to make opportunities available to NCP students and describes the types of opportunities they would like to offer. It lists two ways to submit opportunities: 'registering specific opportunities according to location, discipline and timeframe - this allows you to target specific students.' and '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.' A note states: '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.' It also says: 'Please read and accept the terms of use before proceeding to the registration form.' At the bottom, there is a checkbox labeled 'Yes, I have read and accept the terms of use.' and two buttons: 'Previous' and 'Next'.

Next – 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 **about your organisation**.
- » Enter your **website** address.

The screenshot shows the 'New Organisation Registration' page, specifically 'Step 2 of 8: Organisation Details'. At the top, there are logos for the Australian Government and the New Colombo Plan. The page title is 'New Organisation Registration' with a 'Help?' link. Below the title, it says 'Step 2 of 8: Organisation Details'. A paragraph of instructions follows: '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.' Below this is a dark grey header for 'Organisation Details'. There are three main input areas: 'Organisation Name *' with a text box, 'About Your Organisation *' with a large text area, and 'Website' with a text box containing the placeholder 'Please enter your organisations website URL...'. At the bottom of the form are 'Previous' and 'Next' buttons.

[Next](#) – Contact page

[Previous](#) – Introduction page



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.

The screenshot shows the 'New Organisation Registration' page, specifically 'Step 3 of 8: Contact Details'. At the top, there are logos for the Australian Government and the New Colombo Plan. Below the header, there is a 'Help?' link. The main heading is 'New Organisation Registration'. The step title is 'Step 3 of 8: Contact Details'. A note states: 'Please provide a contact point to enable Australian universities and students to contact your organisation directly to pursue placements.' Below this, a yellow box contains two bullet points: 'The personal information that you submit via this website will be published on the website and can be accessed by Australian universities, NCP Scholarship Holders and by the Australian Government's contracted Support Services Organisation.' and 'The email address will be used for notifications as well as for logging in once this request has been processed. Please ensure you have access to messages for this email address.' The form has four input fields: 'First Name *', 'Last Name *', 'Position *', and 'Email *'. At the bottom, there are 'Previous' and 'Next' buttons.

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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 options available 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 options. 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 **compensation types**. Under New Colombo Plan guidelines, there is no requirement to pay students undertaking placements but your organisation may wish to offer compensation.
- » Select the **placement types**.

New Organisation Registration [Help?](#)

Step 4 of 8: 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 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.

Opportunity types offered <input type="checkbox"/> Internship <input type="checkbox"/> Mentorship <input type="checkbox"/> Site Visits <input type="checkbox"/> Other If you selected Other, please provide further detail (up to 200 characters) <input type="text" value="Please provide additional detail for Other..."/>	Length of internship opportunities <input type="checkbox"/> up to 1 month <input type="checkbox"/> up to 3 months <input type="checkbox"/> up to 6 months <input type="checkbox"/> Other If you selected Other, please provide further detail (up to 200 characters) <input type="text" value="Please provide additional detail for Other..."/>
Student placement compensation Under NCP guidelines, there is no requirement to pay students undertaking placements. <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Both	Student placement type <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

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[Next](#) – Disciplines page

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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. 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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Step 5 of 8: Disciplines

Australian students from all academic disciplines participate in the NCP. 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.

Student academic disciplines

Australian students from all academic disciplines participate in the NCP. If your organisation is interested in hosting a student from one or more specific academic disciplines, please select one or more disciplines from the following options. If the discipline you want to target is not listed, please specify select the 'Other' option and provide further detail in the following free text field.

<input type="checkbox"/> Accounting	<input type="checkbox"/> Food and Hospitality	<input type="checkbox"/> Optical Science
<input type="checkbox"/> Aerospace Engineering and Technology	<input type="checkbox"/> Geomatic Engineering	<input type="checkbox"/> Other
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Architecture and Urban Environment	<input type="checkbox"/> Horticulture and Viticulture	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> Automotive Engineering and Technology	<input type="checkbox"/> Human Welfare Services	<input type="checkbox"/> Physics and Astronomy
<input type="checkbox"/> Banking, Finance and Related Fields	<input type="checkbox"/> Information Systems	<input type="checkbox"/> Political Science and Policy
<input type="checkbox"/> Behavioural Science	<input type="checkbox"/> Justice and Law Enforcement	<input type="checkbox"/> Process and Resources Engineering
<input type="checkbox"/> Biological Sciences	<input type="checkbox"/> Language and Literature	<input type="checkbox"/> Public Health
<input type="checkbox"/> Building	<input type="checkbox"/> Law	<input type="checkbox"/> Radiography
<input type="checkbox"/> Business and Management	<input type="checkbox"/> Manufacturing Engineering and Technology	<input type="checkbox"/> Rehabilitation Therapies
<input type="checkbox"/> Chemical Sciences	<input type="checkbox"/> Manufacturing Engineering and Technology	<input type="checkbox"/> Sales and Marketing
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Maritime Engineering and Technology	<input type="checkbox"/> Sport and Recreation
<input type="checkbox"/> Communication and Media	<input type="checkbox"/> Mathematical Sciences	<input type="checkbox"/> Teacher Education
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Mechanical and Industrial Engineering and Technology	<input type="checkbox"/> Tourism
<input type="checkbox"/> Economics and Econometrics	<input type="checkbox"/> Medical	<input type="checkbox"/> Veterinary Studies
<input type="checkbox"/> Electrical and Electronic Engineering and Technology	<input type="checkbox"/> Nursing	<input type="checkbox"/> Visual Arts and Crafts

If you selected Other, please provide further detail (up to 200 characters)

Please provide additional detail for Other...

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[Next](#) – Locations page

[Previous](#) – Offer Details page



Locations

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

- » Click the  button to add a location including city. To add multiple locations, repeat this step.

New Organisation Registration [Help?](#)

Step 6 of 8: Locations

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.

Your organisation must have at least one location.

There are no current locations to display

	Location	City
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There are no current locations to display

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

Location Detail

Location * City *

Please select a Location

Save Cancel

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[Previous](#) – Offer Details page



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 the  button to enter details of specific opportunities. To add multiple entries, repeat this step.

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Step 7 of 8: Opportunities

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.

Completing this page is not mandatory.

There are no current opportunities to display

	Opportunity	Location	When
			

There are no current opportunities 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 Detail

Brief Description *

Opportunity Type *
Please select an Opportunity Type ▾

Other

Internship Length
Please select an Internship Length ▾

Other

Compensation
Please select a Compensation Type ▾

Placement Type
Please select a Placement Type ▾

Discipline
Please select a Discipline ▾

Other

Location *
Please select a Location ▾

City *

Contacts
 Contact
(Not visible to the public)

Website

Start Date
End Date

Additional Information

Save Cancel

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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.

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

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