

A guide to completing the Tasmanian State Service Internship Program Project Proposal

YOUR PROJECT

Internship projects should comprise research (e.g. a desktop audit, document search or literature review), analysis and some evaluative commenting components where possible. Projects may include an assessment of implications, options and recommendations for action, but care should be taken that this analysis does not extend the scope beyond a manageable period.

Internship projects cannot be used in place of consultancy research comprising extensive fieldwork analysis or extensive recommendations, or be used to deliver programs or services.

Please feel free to check if you have any doubts about the scale or scope of the project you have in mind.

It is important to limit the scope of your project to something that is achievable within a 13 week semester, on a part-time basis of between six and ten hours per week. In reality this 13 week period often becomes 11 or 12 weeks as there are administrative and induction processes to be completed prior to the project work commencing.

A sample of a completed project proposal is provided at the end of this guide.

YOUR INTERN

All internships are part-time. The level the student is studying at will determine the academic requirements and weight of the internship placement as well as the amount of time they are allocated to spend on the project. Project proposals should be developed with these limitations in mind.

The intern that chooses your project can be one of two types;

- **Undergraduate students** are required to submit a **5000 word report** for assessment on completion of the placement. For the intern the completion of the project comprises one 12.5 per cent unit for the semester. For this reason, undergraduate interns are limited to a maximum of **six hours per week** to work on your project.
- **Honours or graduate students** will be assessed on an **8000 word report** which comprises a 25 per cent unit. Honours and graduates can work on your project for up to **10 hours per week**.

YOUR SUPPORT

The project proposal form also requires you to nominate a supervisor and mentor for the intern. Experience has shown that interns benefit greatly from having a mentor within the agency who is not involved directly with their supervision and with whom they can consult when needed on general workplace issues, time and resource management, and working within the State Service in general. For that reason, the supervisor and the mentor should not be the same person.

If you have any questions regarding the completion of the internship project proposal form, or the program in general, please contact the Public Sector Management Office on 6232 7040.

State Service Internship Program

PROJECT PROPOSAL

Example Only

AGENCY:	<i>Department of Premier and Cabinet Office of Children and Youth Affairs</i>	
PROJECT TITLE:	<i>Children's Participation Strategy</i>	
BACKGROUND:	<p>What has initiated the need for the project?</p> <p><i>In 2006, the Office of Youth (Department of Education) became the Office of Children and Youth Affairs (OCYA- DPAC which provides administrative support for the Tasmanian Early Years Foundation (TEYF). The OCYA aims to assist the effective development and coordination of policies, programs and information for children (0-11) and young people (12-25 years) across three levels of government and relevant service providers in the community sector to improve access by young people to decision making.</i></p> <p><i>Research demonstrates that appropriately supported participation mechanisms for the community as a whole, including children and young people, increase the likelihood of success of projects objectives and goals. Developing a children's participation strategy will also contribute to policy initiatives deriving from the Stronger Communities Taskforce, by enabling children to be consulted and listened to in the development of a social inclusion strategy.</i></p>	
PROJECT SCOPE:	<p>What is the extent of the project and what will the report findings include?</p> <p><i>International and national policy analysis and development of best practice children's participation models that contribute to the development of a Tasmanian Children's Participation Strategy for OCYA and TEYF.</i></p>	
OUTCOMES:	<p>What are the deliverables of the project?</p> <ul style="list-style-type: none"> • <i>Literature review and research.</i> • <i>Analysis of consultation models including analysis of implementation strategies and evaluations</i> • <i>Increased knowledge of children's participation models</i> • <i>Identification of learning and development strategies to engage early years stakeholders in the implementation of children consultation/ participation models.</i> • <i>Contribute to the development of Tasmanian Children's Participation Strategy to inform the work of OCYA and TEYF.</i> 	
INTERN SUPERVISOR:	Name:	
	Title:	
	Unit:	
	Phone:	
	Email:	
INTERN MENTOR:	Name:	
	Title:	
	Unit:	
	Phone:	
	Email:	
AGENCY CONTACT:		