



**Centre for Community Child Health  
Internship Program**

**Information Guide**



## About the Centre for Community Child Health

The Centre for Community Child Health (CCCH) at The Royal Children's Hospital has been at the forefront of research into early childhood development and behaviour for over two decades.

The Centre conducts research into the many conditions and common problems faced by children, such as obesity, language delay and behavioural concerns, that are either preventable or can be improved if recognised and managed early.

The Centre has a particular interest in supporting and strengthening community-based professionals and organisations in their work with families to bring about the best outcomes for children.

Central to the Centre's mission to improve the health and wellbeing of children is its commitment to translating and disseminating research to:

- Influence early childhood policy
- Support parents in their all important role
- Assist professionals to support parents
- Empower communities to strengthen and refocus services for young children and their families



## Outlined below are some examples of how the Centre has communicated its findings to these audiences:

The Centre for Community Child Health:

- Acts as a knowledge broker by informing government about early childhood issues and research evidence through its e-newsletter, *Policy Briefs*, and through the participation of its staff in high level federal and state committees.
- Supports community professionals through its Practice Resources series, which summarises the research evidence on topics such as literacy, preventing injury, settling and sleep problems, eating behaviours and preventing overweight and obesity.
- Helped develop and is a partner in research-backed and quality assured website **raisingchildren.net.au** for parents.
- Developed a ground-breaking early literacy programme called Let's Read, which is being rolled out across the country in partnership with The Smith Family.
- Educates and mobilises communities to champion early childhood issues through initiatives such as its ground-breaking Australian Early Development Index that maps children's development at school-age.

## For more information visit the below websites:

Centre for Community Child Health	<a href="http://www.rch.org.au/ccch">www.rch.org.au/ccch</a>
Raising Children Network	<a href="http://www.raisingchildren.net.au">www.raisingchildren.net.au</a>
Let's Read	<a href="http://www.letsread.com.au">www.letsread.com.au</a>
Policy Briefs	<a href="http://www.rch.org.au/ccch/policybriefs.cfm">www.rch.org.au/ccch/policybriefs.cfm</a>
Australian Early Development Index	<a href="http://www.rch.org.au/australianedi">http://www.rch.org.au/australianedi</a>



## About the Program

The CCCH internship program enables senior undergraduate and postgraduate students from Australia and overseas to undertake unpaid placements within a leading and internationally recognized, multi-disciplinary policy and research environment. Interns will have unique opportunities to gain an understanding of the Centre's research, clinical and translation work, gain practical experience and develop a range of essential skills. It is in essence a wonderful opportunity for students to get an inside-view of the world of research and see theory being put into practice in the real-life scenario.

Interns may become involved in a variety of projects and research tasks, matched where possible to suit their interests and abilities. Tasks usually involve the provision of practical administrative support to research teams and can also include literature reviews; assisting in the drafting of reports; assisting in the design or administration of research instruments (eg surveys, interview schedules); assisting with or observing fieldwork (eg focus groups); data entry; attending meetings, assisting with the design of translational materials; assisting with data collection as a variety of other tasks as required. CCCH interns will also be encouraged to attend other Centre activities such as seminars, presentations and special events.

The CCCH does not provide interns with financial support. However, CCCH provides a suitable work-space, computer and internet facilities as needed, access to library resources and a friendly and supportive environment.

## Who is eligible to apply?

Interns can be:

- Senior undergraduate students (at completion stage or final stages of their undergraduate degree)
- Postgraduate students
- From either Australia or overseas; and
- Considering a career in research, science, psychology, social sciences, education, health sciences, communications or social policy research.

Students from a variety of disciplines are encouraged to apply, including (but not limited to) medicine and health sciences, nursing, psychology, social sciences, social policy, sociology, economics, politics, communications, marketing, Indigenous research, and social work.

## When are the placements, and for how long?

Each year the internship program runs from **1 March to 30 November**.

There are two annual intakes, and two interns chosen per intake, totaling 4 internship placements per year as follows:

### **Intake 1 (two placements)**

Period from 1 March to 30 June

### **Intake 2 (two placements)**

Period from 1 July to 30 November



Successful candidates will be able to negotiate with CCCH to conduct their placement during a mutually convenient timeframe within their chosen intake period, and on mutually convenient terms. Placements may be undertaken on a full or part time basis depending on the specific requirements of Centre projects and candidate needs.

However, as an absolute minimum, Internship placements must be **no less than 12 weeks in duration for a minimum of 7.5 hours per week.**

Internship placement opportunities outside of the above defined intake periods (i.e. December to February) are not standard policy; however placements may become available and/or be considered dependant on specific student circumstances and/or Centre project requirements.

### **How many internship placements will be available?**

A total of four internship placements will be offered each year.

### **How can I apply?**

Students wishing to undertake an internship placement must apply directly to the CCCH.

Applicants are required to apply for a CCCH Internship placement by submitting:

- A completed **CCCH Internship Application Form** (downloadable from the Centre for Community Child Health Website).
- An up to date CV (maximum 2 pages) which includes information on majors in undergraduate degree/s and these topics (where applicable) as well a general outline on any work experience history and other skills;
- Academic transcript or copy of recent academic results; and
- A written referee report attesting to the applicant's capacity and character (e.g. from a lecturer, course coordinator or Honours supervisor).

### **When do I submit my application?**

The following application deadlines apply:

**Application for a placement during:**  
Intake 1 - 2009

**Must be received no later than:**  
28 February 2009 (closed)



**Intake 2 – 2009**  
**Intake 1 – 2010**  
**Intake 2 – 2010**

**31 July 2009**  
**15 February 2010**  
**15 June 2010**

Interns are welcome to apply for more than one intake option per application to increase their chances of obtaining a placement (for example, you may apply for Intake 1- 2009 as your first preference and for Intake 2- 2009 as your second preference).

### **Where do I send my application?**

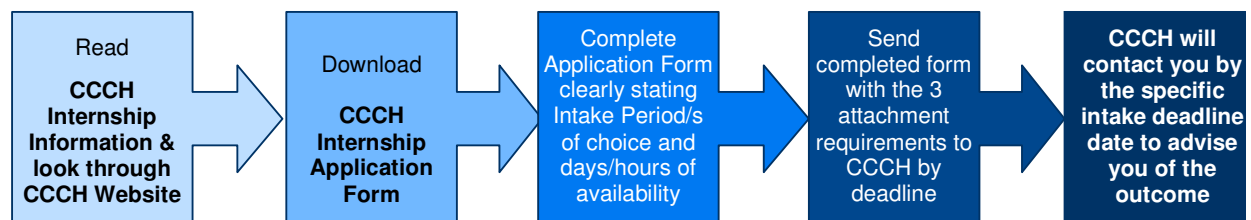
Applications should be sent to:

Maria-Jose Sanchez  
Co-ordinator - CCCH Internship Program  
Centre for Community Child Health  
Level 6, South East Building  
Royal Children's Hospital  
Flemington Road  
Parkville Vic 3052

Alternatively, you may email your documents to: [maria-jose.sanchez@mcri.edu.au](mailto:maria-jose.sanchez@mcri.edu.au) or fax to: 03 9345 5900

*All queries and enquiries should also be directed to Maria-Jose Sanchez:  
Email [maria-jose.sanchez@mcri.edu.au](mailto:maria-jose.sanchez@mcri.edu.au) or phone 03 9345 5137.*

## ***The Application Process***



Please note that CCCH Internship placements are selected through a competitive process and the outcome of your submission will be dependant on a combination of the strength of your application, goals, interests, your academic results, your availability and the projects available at the CCCH during the time period you are applying for. Please also note that successful applicants will be required to obtain a Police Clearance Check and a Working with Children Check and will be bound by the terms and conditions set for Volunteer placements by Murdoch Children's Research Institute which will be provided to all accepted interns.