



studyandwork[®]

.com.au

Budding Talents Recruitment

A quality staffing agency specialising in support staff to help your business grow



Our smart, innovative & customised support staffing solution results in a quicker turnaround time; provides an opportunity to trial before hiring and lowers your costs significantly!

About **STUDYANDWORK**

STUDYANDWORK is a leading career management & staffing agency that has successfully tapped into the skills of trainees, graduates and professionals to meet the staffing needs of companies who are looking to grow and maximise staff productivity.

Our philosophy is very much about finding the right person for the right job – fast, efficiently and at a reasonable cost & minimum risk to our clients whilst providing outstanding customer service.

Need quality support staff?

We focus in placing support staff thus we are very good at locating quality staff with superior support skills.

We have friendly, skilled, enthusiastic, ambitious and hardworking staff to support and complement your existing staff who could then focus on their core responsibilities.

Our support staff can help you adjust easily and quickly to work load fluctuations. They can meet deadlines, complete special projects, back-fill positions when your staffs are on leave and cover peaks in demand for as long as you require.

Why partner with **STUDYANDWORK**?

We have placed over 1,000 trainees, graduates and professionals as support staff in more than 500 companies since 2006. There are a number of key benefits to using our support staffing solutions:

Free Recruitment Service

We provide free recruitment service when you hire interns, trainees and graduates. You pay us nil recruitment fees as we benefit from our career management fees and Australian government incentives.

Try Before You Hire

You can trial a staff employed by us if you are not sure about making a long-term commitment. You then have the option to convert them into a permanent staff after a successful trial. Thus, you can minimise your risks of hiring the wrong person drastically.

Succession Planning

Allows you to bring in junior staff who can be trained to meet your specific requirements and allow you to promote existing staff to more senior roles.

Reduced Labour Costs

Compliment and support your existing staff with support staff and lower your overall staffing costs. Our staffing solutions are affordable and cost-effective.

On the Job Training

Our trainee staffs are provided induction and we organise training support through a RTO to achieve the desired nationally recognised qualification. Our graduate staffs are constantly mentored by our Career Managers during their first year of employment to help them learn and progress on the job. Your existing staff will develop their training and supervisory skills.

Payroll & HR Support

When you hire our staff on a temporary basis, we will provide all administrative support including, payroll, worker's compensation, superannuation, PAYG, training and HR advice. You just pay us an hourly charge-out rate for the hours worked by the staff on a weekly basis.

Flexible Staffing

By not carrying the staff on your own payroll, you have the flexibility to adjust quickly to changing marketplace environments. If business is slow or things just don't work out, you can simply hand the staff back to us.

We have support staff for various roles

We have trainees, graduates, pre-professionals and professionals trained in several occupations ready to work for you:

Financial Services:

Accountant, Assistant Accountant, Trainee Accountant, Accounts Payable/Receivable Clerk, Payroll Officer, Bookkeeper, Tax Consultant, Audit Assistant, Financial Accountant, Credit Officer, Loan Officer, Mortgage Broker, Claims Officer etc.

Business Services:

Administration Assistant, Marketing Assistant, Sales Assistant, Human Resources Assistant, Public Relations Assistant, Legal Assistant, Frontline Manager, Office Manager, Graphic Designer etc.

Information Technology:

Helpdesk Analyst, PC Technician, Programmer, Technical Support Officer, Database Developer, Network Engineer, Hardware Engineer, Web Designer, Junior System Administrator, Software Testing Technician etc.

Engineering:

Site Engineer, Design Engineer, Estimator, Quality Assurance Officer, Project Coordinator, Sales Engineer etc.

We have the right staffing solution to suit your business needs

Whatever your need may be we have suitable staffing solution that will fit your budget and staffing requirements. We can design a staffing solution that is right for your business and demonstrate the savings.

Skills Level	Temporary Hire Hourly Charge out Rates	Permanent Hire Annual Salary Rates	Permanent Recruitment Fees	Details
Intern (Not Staff)	\$0	\$0	\$0	Near or recent university graduates seeking unpaid work experience placement for 12 weeks to grow their career under our Professional Internship Program.
Trainee Staff	\$15 to \$23	\$30K to \$45K	\$0	High school leavers seeking employment to supplement their vocational training under a government funded Australian Traineeship Program.
Pre-professional Staff	\$27 to \$30	\$40K to \$60K	\$0	Experienced university graduates seeking professional employment under our Career Management Program.
Professional Staff	\$30 to \$45	\$55K to \$90K	Ask for quote	Skilled and qualified candidates who meet the employer's selection criteria.

Please note:

Host companies who host interns for work experience must comply with Fair Work Ombudsman's guidelines which can be found at: www.fairwork.gov.au. The above listed rates do not include GST or superannuation benefits and they are meant to be for guideline purposes only, please ask us for a quotation and our terms & conditions of business.

Quality Staff Guarantee for Temporary Hiring

We can send selected staff for a 'working interview' where they will work for 2 hours so you can assess their technical skills. If you are satisfied with their performance, they will remain on the assignment with you. If you are not completely satisfied, simply notify us and we will promptly find a replacement. You will not be charged. This is our guarantee that we will get you the right person, first time.

100% Money Back Guarantee for Permanent Recruitment

In the event that a staff member proves unsatisfactory, within the first 3 months of employment, we will provide a replacement within 4 weeks of the date of notification of cessation of employment. Should we be unable to find a suitable replacement, we will issue a credit note to the value of 100% of the original fee, to be utilised within 12 months of the credit being raised.

The Best Value for Money Guarantee

If you have a preferred supplier, we respect your decision to continue working with them for recruitment of senior staff. However we request you to consider our staffing solutions for comparison when recruiting support staff as we are the specialists in this area and we guarantee you quality staff at a highly reduced cost. Why waste your precious staffing dollars on one size fits all if you can select horses for courses?

Many reputed companies benefit from our services

We pride ourselves on working effectively with diverse group of clientele. Below is a random list of clients that have benefited from our services:

- Pacific Network Global Logistics
- LG Electronics Australia
- Philips Australia
- SS & C Technologies Australia
- Pro-Pac Packaging Limited
- UTI Australia
- Ligare Group
- The Mantra Group of Hotels
- Seafolly Australia
- Veolia Environmental Services Australia
- Accor Advantage Plus
- KOI Group
- The Board of Studies NSW
- Teleplan
- Meritor Heavy Vehicle Systems Australia
- Pinpoint
- LS Travel Retail Pacific
- Frontier Software
- Parker Hannifin Australia
- Bell Partners Chartered Accountants

Staff Request

Please contact us on 1300 79 80 69
or email at info@studyandwork.com.au.

We help you recruit PHDs – meaning poor, hungry and driven people who are:
poor in terms of knowledge but are constantly searching to learn more; hungry
with a tremendous desire to succeed; driven to pursue set goals with hard work
& dedication. We screen them rigorously so that you get only the best!

We look forward to finding you a star employee!



Budding Talents Recruitment Pty Ltd trading as
STUDYANDWORK

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We offer our services in Sydney, Melbourne, Brisbane, Perth, Adelaide and Canberra



Career Management • Traineeship • Internship • Recruitment
Devoted to Trainees, Graduates & Professionals
Meeting the demands of Jobseekers, Employers & a growing Australia!