



Department of Media Studies and Journalism Internship Report

Submitted by

Name: Fariha Jahan

ID: 191012001

Term: Fall 2023

Course Code: MSJ 11498

Host Organization: Luminedge Bangladesh



Date of Submission: 11th of December

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STUDENT DETAILS

Name	Fariha Jahan
ID	191012001
Department	Media Studies and Journalism
Major Concentration	Public Relations
Minor Concentration	Bachelor of Business Administration
Career Objectives	My career objective is to work in an organization where I can apply my knowledge and skills, and most importantly, find happiness and fulfillment in my work. I believe that enjoying my work and continuous learning are essential to adapting to the real-world demands of my chosen field.

INTERNSHIP DETAILS

Host Organization	Luminedge Bangladesh Educational consultant · Language school · Immigration lawyer Level 12, Gawsia Twin Peak, 743 Satmasjid Road, Dhanmondi, Dhaka, Bangladesh
My Working Section	Study Abroad
Supervisor	Sanjanna Afreen (Team Leader)
Designation	Education Consultant
Start Date	May 21, 2023
End Date	Running
Hours Per Week	40
Total Working Period	Approximately 7 months

ACKNOWLEDGEMENT

I am very thankful to God, my parents, and everyone who has helped me grow personally and professionally throughout my life. I am about to begin working as a Senior Education Counselor at Luminedge Bangladesh. They have given me opportunities and directed me in the proper direction.

I'm particularly thrilled about the prospect of joining an international company, working under the guidance of Mr. Chowdhury Ishraque Ahmed, the CEO of Luminedge Bangladesh's Study Abroad Department. His unwavering support and mentorship have been truly invaluable, treating me as if I were family and providing comprehensive guidance. My heartfelt gratitude extends to my esteemed instructors at the University of Liberal Arts Bangladesh (ULAB) and my academic advisor, Mr. Aminul Islam, as well as to my internship advisor, Dr. Habib Mohammad Ali, for their consistent support and encouragement during my internship.

During my undergraduate years, I was fortunate to be instructed by a group of teachers at ULAB who redefined my understanding of the term "studying and creativity." Among these remarkable teachers were Sayeda Sadia Mehjabin ma'am, Aminul Islam sir, Assistant Professor Dr. Habib Mohammad Ali sir, and other outstanding teachers. Their immense expertise and dedication played a pivotal role in expanding my capabilities in ways I had not previously imagined. Last but not the least, I would like to express my gratitude to Dr. Habib Ali, Assistant Professor at ULAB, for his valuable guidance as my internship supervisor. In ULAB every semester brought new opportunities to improve my ability to engage with diverse individuals and to refine my skills in forming and guiding my thoughts. During my first semester, I got into part-time employment, a task that posed its own set of challenges in terms of managing work and academics. However, the professors at ULAB proved to be my unwavering pillars of support throughout my four-year journey.

I am deeply appreciative of the chance to work while pursuing my education, as it provided me with valuable insights into real-world practicalities. My heartfelt gratitude extends to my teachers for their constant encouragement and guidance.

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name: Fariha Jahan

ULAB ID: 191012001

Signature





MSJ042

INTERNSHIP REPORT APPROVAL FORM

Student Name: Fariha Jahan

ID No. 191012001

Major: Public Relations

Year: 2023

Local Phone: +8801857872555

Email: fariha.jahan.MSJ@ULAB.edu.bd

INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: Luminedge Bangladesh

Internship /Project Report

Topic: _____

Semester (Tick one): ☐ Spring 2023 ☐ Summer 2023 ☒ Fall 2023

Advisor APPROVAL

(Please place a Tick)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

Signature: _____

Date: _____

Name: Dr. Habib Mohammad Ali

Title: Assistant Professor

E-mail: habib.mohammad@ulab.edu.bd

Phone: +8801798556673

INTRODUCTION

I got admitted to ULAB because I have always heard of ULAB's MSJ department that it is best for Media Studies, especially Public Relations. I always wanted to study in PR as I have always believed I am good at communication. People around me have always encouraged me to study in the communication sector. I heard from one of my friend's sisters about ULAB's MSJ department who is an alumnus of ULAB. During my four years of undergraduate in ULAB I started working outside to help my family and to support myself financially. I have always maintained my 50% scholarship during these 4 years and I'm grateful to ULAB for giving me this opportunity.

As I have always been active in doing jobs and extracurricular activities inside and outside of my university, I joined an event of Luminedge Bangladesh on 2022 September in Westin, Dhaka. I was a volunteer there at that time then again in 2023 on May 10th there was another Study Abroad Expo by Luminedge Bangladesh at British Council, Dhaka. I also joined this event as a volunteer and surprisingly one of their Global Business Development Executives was impressed by my communication skills and dedication towards my work. She asked me for an interview session with her after a week. I immediately said yes to the interview call and went for the interview. As my interview went well, I got the appointment letter from Luminedge Bangladesh to join their organization as a Communication Officer. My joy had no limits, also my family and friends were so proud of me and especially my teachers whom I have shared this news with were very much proud of me. I was grateful that I could make my teachers and family proud.

I started working from 21st May 2023 with Luminedge Bangladesh as a Communication Officer and after 4 months I got promoted to be an Education Counselor for the Australia Team. That's how my journey started with Luminedge Bangladesh and I have been working in Luminedge Bangladesh during my internship period. I am more than happy to get the opportunity to work in an international company and learn with them and grow in the future.

EXPECTATIONS

I was really positive that I would find something in my field of study and concentrate on developing my interpersonal skills before I got a job where I had the opportunity to start my internship. My major objectives when I did land this job were to improve my communication abilities and obtain practical experience in a corporate setting. As a public relations student, I wanted to use my knowledge of branding and advertising and communication skills in a real-world situation. I wanted to talk to clients face-to-face, get to know their inquiries, and learn more about this field. I was thrilled to join Luminedge Bangladesh because I thought I would get to know people who were excellent communicators and get knowledge from experienced professionals. I was very much hopeful before starting this job .

Those expectations are given below.

- To gain knowledge on Study abroad filed
- To understand the corporate world, Understanding how consultancy works
- Learn how to arrange events and campaigns practically
- Understanding how to communicate with visa officers
- To know how to deal with clients who wants to study abroad, learning the Bangladeshi student market
- To increase my knowledge in the field of education of a particular country (Australia)
- To build ability to manage works under pressure
- Learn to maintain time, submit work on time
- To know crisis management when it occurs
- To understand documentation for visa process
- To know how an Education consultancy firm works

There were many more things and works I got to know and learn beyond what I expected my work learnings would be.

HOST ORGANIZATION

Luminedge Bangladesh

Organization type: Education Consultancy & Migration Agency

Incorporation Status: Private Limited Company

Year of Establishment: 2019

Address: Level 12, Gawsia Twin Peak, 743 Satmasjid Road, Dhanmondi, Dhaka, Bangladesh

Phone: +8801400-403485

Email: info.dhaka@luminedge.com.au

Website: <https://luminedge.com.au/>

Luminedge Pty Ltd was created to provide uniquely re-designed premium services in the world of education and migration.

After 2019 our world has changed and needs one stop services more than ever before in the field of education and migration. Our HYBRID SERVICE MODEL truly nurtures clients' needs and finds the best and risk-free solution through expert assessment. Luminedge listens to their clients as it is their own story and acts on it to create a sustainable and lasting impression for our valued clients. Luminedge takes zero risk with client's education planning and finds a pathway to visa and immigration. Luminedge wants to be a world leader in placing the right talent in the right industry and creating a home world for the ones truly willing. Luminedge supports having a stress-free application process for their clients.

Luminedge Bangladesh not only works for study abroad but also, they are affiliated with the British Council. They have premium venue for Ielst, Tofel and PTE and are certified to take exams. Not only this but Luminedge Bangladesh works for clients with skill migration as well.

They also provide a wide range of A graded Universities in Australia. Their headquarter is located in Sydney, Australia therefore they provide direct help to clients from the Australia office as well. Also, they have a very satisfactory working environment for their employees. They have fair, respectful and consistent working relationships with various portals, academic providers, and channel partners.

Luminedge Bangladesh held its first Event in Westin Dhaka in 2022 which was a very successful event. They have 3 QEAC certified counselors who are training other employees and who deal with clients with visa rejections. Luminedge provides their services by expert

CELTA certified teachers. Luminedge Bangladesh is not only an Education Consultancy firm but it has its academic section as well. Moreover, Luminedge has created another sector name Luminedge Legal which is a Law Firm situated in Australia, Sydney. Luminedge Legal's new branch is soon to be opened in Bangladesh, Chittagong. Any visas for Australia are lodged by Luminedge Legal. To provide the best service to our clients all counselors are certified here.



Luminedge Bangladesh

Company's Organogram



TASKS

When I joined Luminedge Bangladesh as a Communication officer I thought my tasks would be only to communicate with clients over call. But that's not what happened. My senior executives made sure I get to be involved in other works as well like maintaining social media, creating social media contents, replying to texts from clients from social media, etc. I helped my senior executives in making video contents as well for promotional videos for the company. At the same time, I was asked to study and gain knowledge to be a counselor and give the counselor exam. I made myself comfortable with all the challenges that were given to me and prepared for all tough work as well. During my seven months on the job, I encountered many types of duties that I didn't think I could handle, but I learnt how to accomplish them all and finished them successfully.

I am listing my tasks below at Luminedge Bangladesh -

- Maintain the social media network, creates content, uploads images, posts, takes orders, and responds to any inquiries from social media.
- Planned upcoming event of study abroad
- Make promotional contents, posters for events
- Do meetings with university portals before event
- Organize promotional leaflets and flyers for event purposes
- Making promotion strategies with my supervisor
- Deal with walk in clients
- Visiting locations of events
- Prepared promotional event videos, gifts, banners, products list for events and campaigns
- Generate Leads and call every lead
- Gathering documents of student file
- Arrange meetings with university portals and students
- Communicate with all the leads and convert them to our clients
- Brainstorming session with my supervisor before each event
- Meetings with lawyers regarding student visa process and financial checklist
- Communicate with university portals for product knowledge

- Doing applications for students
- Making promotional posters of different universities.

PROJECT DESCRIPTION

Project 1

Project Name: Writing Facebook contents for upcoming Study Abroad and Migration Expo

Start Date: 1st July

End Date: 10th July

Project Overview: After getting trained and getting knowledge about the Study Abroad sector I was assigned my first task by my supervisor which was writing 3 facebook contents for study abroad expo which will be published with videos.

My Tasks and Responsibilities: I was shown 3 videos regarding the promotion of Study Abroad and Migration Expo so I was asked to write 3 contents related to that three promotional videos and had to submit it within 10 days. As I was new they gave me enough time to think and prepare the Facebook contents. Because I was new I had to watch the videos again again to come up with a writing where it would relate to the videos and would be eye catchy. Because the content was supposed to engage clients or we can say students for the event. Also the first few lines of the post had to grab the attention of people and should be informative as well for the audience. I engaged with my seniors to write proper content for the videos but study abroad has a different market and audiences and things are done differently here.

First content created by me -



Image 1.1 - Facebook Content post written by me

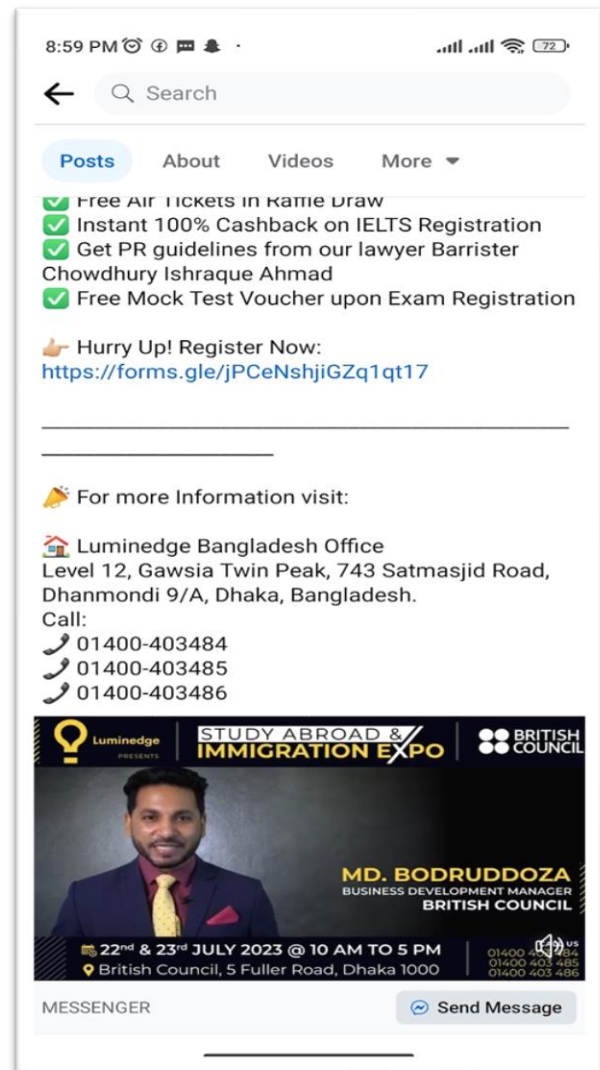


Image 1.2 - Facebook Content post written by me

Post Link: https://www.facebook.com/LuminedgeBangladesh/videos/1941224606245306/?extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C&ref=sharing&mibextid=Nif5oz

My writing part of the Content -

Are you planning your higher studies in top destinations like UK, USA, Australia, Canada and New Zealand?

Join the Mega Event of the Year and meet Mr. MD. Bodruddoza at Study Abroad and Immigration Expo on 22nd and 23rd July 2023 at British Council Bangladesh, 5 Fuller Road, Dhaka.

Join our event:

22nd July, Saturday 2023

10:00 AM - 5:00 PM

British Council Bangladesh, 5 Fuller Road, Dhaka.

&

23rd July, Sunday 2023

10:00 AM - 5:00 PM

British Council Bangladesh, 5 Fuller Road, Dhaka.

Benefits of Joining the Event:

- Get Free File Assessment and Career Counseling from our certified and expert counsellors
- NO Service Charge
- Free Air Tickets in Raffle Draw
- Instant 100% Cashback on IELTS Registration
- Get PR guidelines from our lawyer Barrister Chowdhury Ishraque Ahmad
- Free Mock Test Voucher upon Exam Registration

Second Post -

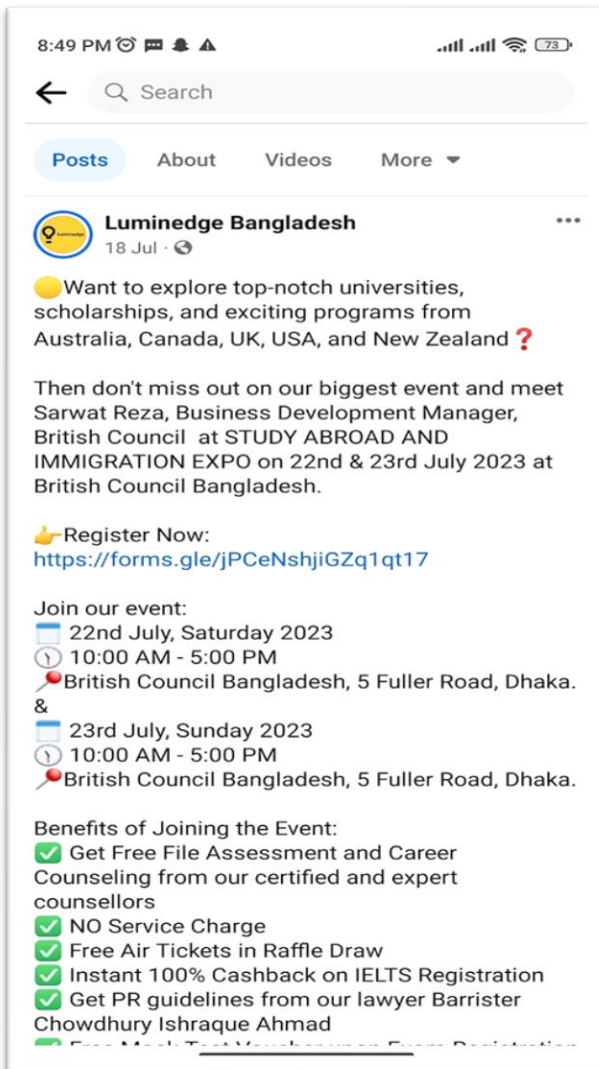


Image 1.3 - 2nd Facebook Content by me

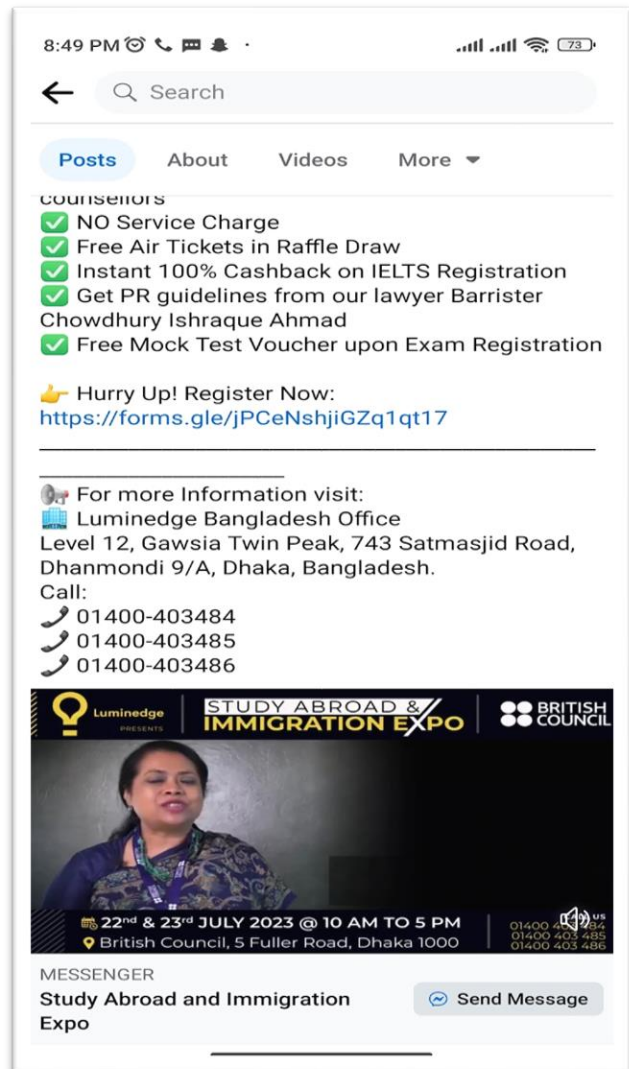


Image 1.4 - 2nd Facebook Content by me

Post Link: https://www.facebook.com/LuminedgeBangladesh/videos/1318474212411178/?extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C&ref=sharing&mibextid=Nif5oz

My writing part of the Content -

Want to explore top-notch universities, scholarships, and exciting programs from Australia, Canada, UK, USA, and New Zealand?

Then don't miss out on our biggest event and meet Sarwat Reza, Business Development Manager, British Council at STUDY ABROAD

AND IMMIGRATION EXPO on 22nd & 23rd July 2023 at British Council Bangladesh.

Register Now: <https://forms.gle/jPCeNshjiGZq1qt1>

Join our event:

22nd July, Saturday 2023

10:00 AM - 5:00 PM

British Council Bangladesh, 5 Fuller Road, Dhaka.

&

23rd July, Sunday 2023

10:00 AM - 5:00 PM

British Council Bangladesh, 5 Fuller Road, Dhaka.

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Challenges

The biggest challenge that I faced was researching the keywords related to the videos.

I had to do extensive keywords research which was time consuming and lengthy.

Mistakes:

As I said it was my first writing, I tried my level best to not to do any mistakes but I did little mistakes. I made a few grammatical mistakes but while my supervisor checked it he pointed out the mistakes and I corrected them. I wrote a few lines for the post which looked out of the box or looked like advertising but it was not supposed to be an advertisement post. My supervisor pointed this out as well and I rewrote the post again.

Learnings:

I have learnt many important things while being assigned my first task in this organization. Though I was new, everyone was very helpful in my learning journey in this first work I've been engaged with. My learning outcomes are-

- I have learned to keep patience.
- Managing to work under a strict deadline.
- Learning how to properly do keywords research.
- I learned how the audience influences keywords research and backlinking.
- Learning how to properly write for Facebook posts.
- I have learned how to communicate effectively with my seniors and supervisor for help.
- I gather knowledge about the Study Abroad field and its consumers.
- I realize that before sending an email or even a reply I need to cross check and proofread before sending it.
- I have learned to engage in informative writing.
- I have learnt how to create Facebook content posts.

Project 2

Project Name: Luminedge Study Abroad and Migration Expo

Start Date: 22nd July

End Date: 23rd July

Project Overview: Luminedge Bangladesh's 3rd Education and Migration Expo was held on 22nd and 23rd July at British council Bangladesh. It was the first time for Luminedge to hold an expo for 2 days. Our target was to get more and more students for February intake 2024 files. We all have been working and preparing for this event starting from 1st of July.

My Task and Responsibilities: All our teammates got an email from our CEO to start preparing for the event. I was assigned to take care of the registration forms for the event. I was asked to make a list of universities for Australia for different subjects and programs for the event. Because with the list it would be easier for us to pitch subjects and universities to walking clients on the event. Next are university lists for Australia made by me –

Australia Universities & Courses				
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University List					
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University List		Subject	Undergrade Courses	Duration	Postgrade Courses
Swinburne University of Technology (Melbourn)	best for Architecture	Arts	Bachelors of Arts \$35,000 yearly (U.S)	3	
			Bachelors of Social Science and Psychology (U.S)	4	
		Science	Bachelor of Computer Science Bachelor of Engineering (Honours) Bachelor of Architectural \$40,000 yearly (U)	3 years 4 years	
			Bachelors of Health Science \$35,000 yearly (U.S)	4 years	
		Business Studies	Bachelors of Business (\$30,000) yearly	3 years	
		Arts	Bachelors of psychology, social science \$37,500 yearly	3-4 years	

Image 2.1 - University List made by me

A	B	C	D	E	F
University List		Subject	Undergraduate Courses	Duration	Postgraduate Courses
University of Canberra		Science			
		Business Studies	Bachelor of Science in Psychology	3 Year	
			Bachelor of Commerce (Accounting and Finance)	3 Year	Masters of International Business (\$30,500 (R 5.6))
			Bachelors of Accounting	3 Years	
			Bachelors of Business Information (\$32,000 per year (R 6))	3 years	
			Bachelors of Primary Education (\$30,000 per year (7.5))	4 years	
		Arts			
		Science			

A	B	C	D	E
University List		Subject	Undergraduate Courses	Duration
University of Wollongong	Science		Bachelors of Information Technology	3 Years
			Bachelors of Computer Science	3 Years
			Bachelors of Engineering	4 Years
			Bachelors of public health \$18,416 per sem (R 5.6)	
	Business Studies		Bachelors of Business Finance	3 years
			Bachelors of Business (Accountancy)	3 years
	Arts		Bachelor of Arts (Psychology)	3 years
			Bachelor of Arts - Bachelor of Economics and Finance	4.5 Year
	Science		Bachelors of Social Work	4 years

Image 2.2 - List of Universities made by me

Event Day Responsibility: On event day we were asked to be present within 9 am so I tried my best to be on time. The event was supposed to start at 10 am when my supervisor asked me to prepare all the forms and brochures we will be providing to our clients on the event. Throughout the whole event my responsibilities were -

- Ask students about their study background.
- Get filled out registration forms for them.
- Suggest them if their student profile is eligible for Study Abroad.
- Give Suggestions of Universities and programs relating to their current studies and work.
- Provide clients proper information about why Luminedge is the best option for their study abroad plan.
- Make sure everyone is maintaining lines while waiting for counseling.
- Note down every suggestion by my senior counselor.
- Report to my supervisor about how many clients we had and how many could we convert
- Report to my supervisor about file opening and client queries.

- To make sure every registration form had a signature.
- To make sure we satisfy our clients' needs and to give them an informative counseling session.
- Make sure to not make any repetitive mistakes on the 2nd day of the event.
- To make sure the provided documents by students are collected and safe.
- Input all registration forms data to client list.
- Make followup calls to clients who have registered for the event.
- Communicate with present University representatives at the event.



Image - 2.3 - I am at my desk counselling the students for study abroad - Australia



Image - 2.4 On event day with all destination counsellors



Image - 2.5 On Event Day 2 with Luminedge Bangladesh Team

Challenges -

- I felt nervous as it was my first time attending an event being a counselor.
- I was facing challenges to remember all the university names and their location.
- I was facing issues remembering tuition fees of all the universities.
- My laptop suddenly crashed in the middle of the event then I had to use my other teammates laptop for the rest of the day.
- I faced challenges while communicating with clients because there was a big rush and crowd in the event.
- Many of the students did not fill up registration forms so I had to make them fill up the forms again and it was time consuming as there was a rush.

Mistakes:

As it was my First event as Student Counselor, I made only a few minor mistakes which were:

- Forgot to take back a few registration forms from our client so I lost track of how many students I counseled.
- I was facing difficulties while communicating with a few clients.
- I got confused while suggesting university and programs because some clients' student profiles were very difficult to relate to and I gave a few wrong suggestions.
- I got nervous with a few clients while convincing them to open a student profile with us for Australia.

Learnings:

I have experienced many new things from this Study Abroad Expo and they are –

- I learned how to communicate professionally with clients.
- How to handle rush in events.
- How to influence clients with our product knowledge.
- How to organize a corporate event this big.
- How to keep patience in big events and handle any situation with patients.
- To provide limited information to clients where they would like to seek our company eventually for more product knowledge.

- How to convince clients.
- How to report back accurately to the supervisor.
- How any small roles make a big difference in events.
- How any small mistakes can cause a big issue in an event.
- How to make corporate communication.

Project 3

Project Name: University Contents for Facebook Posts

Start Date: 1st August

End Date: 8th August

Project Overview: After the event we had students reaching us to provide them the best universities in Australia so my supervisor assigned me with contents where I had to make 3 three poster contents for the most popular universities in Australia which had to grab students' attention. Also, I was asked to research on Australia A graded universities as well and on their subjects to learn about Australia universities.

My Task and Responsibilities: I had to sit for research on Australian Universities to make 2 university contents for marketing purposes and to grab students' attention. And for that my responsibilities were -

- Research on Australian Universities.
- To find out which universities cost how much, which universities are budget friendly and which universities have a good visa ratio.
- To research university campus pictures and where they are located.
- Design how I want the content to be like in Colors and shapes and words.
- Write tagline for the content.
- Find out specific information for the selected university for the content.
- To research the study abroad market and what kind of content posters can grab the market.
- Research on our competitors and their target market.
- To know about product information.
- To make a draft of how I want the content to be and get approval from my supervisor.
- If not approved then work on the content again.

- Make the content poster designer understand how I want the poster design and which materials and pictures I want to add on the pictures and provide my teammate with the materials.

The Universities I chose for Content are –

Content 1

University of Wollongong



Image 3.1-First Content Poster for Wollongong university

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid0atirGU8FrAjAgCSgGDkVMUmobCtgQX7522qoWKZU5fBF1wXazZWPEogN1g8VAWX6l>

My Writing on the content Cover –

Looking for the perfect university experience abroad? Take a look at the University of Wollongong!

Here's why you should choose UOW:

- 12th in Australia - QS World University Rankings 2024
- Ranked in the top 200 universities in the world for the quality of our graduates
- Ranked 146th in the world for graduate employment rates
- UOW provides multiple intake periods throughout the year

Make the smart choice for your future – choose the University of Wollongong!

- Then what are you waiting for? Start your own study abroad journey today with Luminedge Bangladesh.
- Book an appointment with our Certified Counselors who will guide you to fulfill all the steps for your admission in the top Universities.
- Visit us for a free one-on-one Counseling



Luminedge Bangladesh



Looking for the perfect university experience abroad?👀
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📖 Visit us for a free one-on-one Counselling

🏢 Luminedge Bangladesh Office:
Level 12, Gawsia Twin Peak, 743 Satmasjid Road,
Dhanmondi 9/A, Dhaka, Bangladesh.

Call:

📞 01400-403485



Image 3.2- Content post written by me

Content 2

Charles Darwin University

Image 3.3- 2nd content poster for Charles Darwin University

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid0kjTJocNTWHNhYEYYM6bZ9awJNJtNfUB5vYZL1Gm2P2hvEfbk9XMQMn39DManPisLl>

My Writing part of the Content -

Thinking about Masters in Australia?

Charles Darwin University might be the ultimate choice for you. Do enroll in Master of Information Technology (Cyber Security) for February, 2024 intake. Along with affordable tuition fees, get the best out of Sydney, estimation of 30,000 Cyber Analysts will be needed in Australia by 2026 also 3.5M globally by 2025.

Then why wait? Pull up your socks and secure a seat for yourself for upcoming intake. Dive into the infinite opportunities Australia has to offer and make your dreams come true.

Professional outcomes of the course:

- Data Analytics Manager
- Computer & Information System Manager
- IT Risk Manager
- Cyber Security Analyst

Visit us for a free one-on-one Counseling



Luminedge Bangladesh

...

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- ✓ Computer & Information System Manager
- ✓ IT Risk Manager
- ✓ Cyber Security Analyst

📖 Visit us for a free one-on-one Counselling

🏢 Luminedge Bangladesh Office:

Level 12, Gawsia Twin Peak, 743 Satmasjid Road, Dhanmondi 9/A, Dhaka, Bangladesh.

📞 Call:

01400403485



Luminedge Bangladesh

SEND MESSAGE

Like

Comment

Share

Image-3.4 Content post written by me

Challenges:

In this content creating project one of the challenges, I faced was to choose 2 universities for the content amount of all of the other universities. Because I also had to explain to my supervisor that these two universities should be posted for content and no other universities. Convincing my supervisor was a challenge to me and I didn't succeed the first time. I had to think again for the poster content when my supervisor said no to my content the first time but he eventually approved the 2nd time I went for content approval. Another challenge I faced was to make my teammate understand my poster design because he would be using photoshop to make the poster. I had to instruct him all the time while he was making the poster. Lastly, researching universities, their requirements, costs and scholarship through different websites and portals was not easy. It was very time consuming and I didn't have much time as my deadlines were close.

Mistakes:

- I did less research on universities on my first attempt as it was time consuming.
- I made a few grammatical mistakes while writing the content.
- I brainstormed less but when it comes to creating content brainstorming is the most important part and I didn't focus on it first.

Learning:

- How to think creatively with pressure and deliver within deadline.
- Making attractive content.
- Learning about color contrast.
- Learn how to do research in depth.
- Click generating texts.

Project 4

Project Name: Statement of Purpose for student Raiyan Bin Zia

Start Date: 15th August

End Date: 21st August

Project Overview: I was assigned the task of writing 'Statement of Purpose' for a student named Raiyan Bin Zia who wanted to apply for University of Wollongong. It was my first time writing an SOP structured for The University of Wollongong.

My Tasks and Responsibilities: As I was given 6 days to write an SOP of about 300-600 words, which was a really big challenge for me. I read the students' file thoroughly and started writing step by step, maintaining the instruction given by SOP writing of University of Wollongong. As there is a big requirement for writing SOPs, completing it was really satisfying and fulfilling. But it was tuff at the same time because it is very tuff to explain a student's study background, why the student wanted to go for university of wollongong, his study flow and gap explanation etc within 300 to 600 words. And I had the pressure of getting the offer letter for a student from the University of Wollongong by submitting this written SOP by me. Because a student's future depends on this SOP if he gets the offer letter from University of Wollongong, one of the top universities in Australia. It was a dream for the student to get an offer letter and study in the University. But eventually after submitting the SOP I was successful in getting an offer letter for the student from University of Wollongong and my joy had no limits after getting the letter. I was happy to know that my writing was good enough to be presented on international platforms.

SOP writing by me for student Raiyan Bin Zia for University of Wollongong -

To whom it may concern,

To achieve something great in life, I am Raiyan Bin Zia, son of MD Ziaul Islam and Reba Akhter, is trying my best since childhood and as a result to this day, I have finished my secondary school certificate (SSC) from Glory School and College in the year 2019 obtaining 4.67 GPA. Then I got admitted to Dhaka Commerce College and completed my higher secondary certificate (HSC) in science in the year 2021 achieving a 5.00 GPA. Apart from these curricular activities, I also used

some of my time to do volunteer work like working as a UNICEF volunteer and doing other volunteer work with local NGOs. I live in Mirpur, Dhaka with my family of five people. My father is a private job holder at Ring Shine Textiles LTD. His designation is Assistant Manager. My mother is a housewife. I have two siblings who are studying at school currently. All my expenses for university, accommodation and living costs are funded by my father. I think he is financially settled off and can easily manage all costs. My father never let us feel the floor, he did anything that seemed necessary for our comfort and happy living. As the eldest son, it is my responsibility after my father to ensure that my family lives happily without any kind of complications.

After completing my high school studies, I was trying to figure out the best possible options for me to continue my further studies abroad. Being a student with a Science background in my higher secondary studies and keeping my interest in computer programs into consideration, I realized pursuing an Engineering degree in Computer Science could be the best study option for me. With proper professional qualifications, it is relatively easier for an individual to find good and better opportunities in this vast and rapidly growing sector.

Even though Computer Science is a professional degree course, at Bangladeshi institutions, in most universities and cases, students are not given enough attention, lack of practical classes and internships, skilled personnel in the education sector, and a less effective education structure made graduates and certificates less valuable in comparison to other countries of the world. I understood this harsh reality and decided to go abroad to pursue my further education at a top, world ranked and reputed university that is globally acclaimed and meets the highest standards of teaching.

Australia is one of my favorite destinations on earth. Since I decided to study abroad, choosing a destination was not very hard for me as I have always dreamt of going to Australia. Ranked in the top five countries in the world for education, the best education system, the best work opportunities for international students, affordable tuition fees, and living costs made Australia the best option for me. After a bit of research on the internet and consulting agencies for suggestions, I found out about University of Wollongong. Having the benefits of living in one of the best cities to live in Australia while being in the top 1500 universities of Australia with the best accreditations and affiliations. Combining all these advantages, Australia and University of Wollongong seems one of the best options for me to complete my Undergraduate and Master's degree. Another major

reason for choosing Australia as my preferred study destination is the country's welcoming nature as people of different ethnicities live together without fear of racial discrimination.

After deciding on my study destination and university I knew an English language exam score will be required for getting admission to Computer Science courses in Australia. And so, I sat for the IELTS exam and my score was overall 7 with no bands less than 6. I applied for the Bachelor of Computer Science course at University of Wollongong and met all their conditions regarding admission.

My motive for applying to this course is to become a Software Engineer in near future. Coming from a developing country like Bangladesh, its growing economy made the job market for qualified software engineers wider than it ever was. There is a lack of skilled software engineers to match the rapidly growing economy as education in our country is not on the same level as it is in Australia. This marketplace will also expand globally as well as in my home country where such skilled personnel in software engineering will be valued. My interest in Computer Engineering grew bold when I realized the need for a software engineer as every tech-based organization needs software engineers to keep their company running. The vast potential of this field that will allow me to explore different companies is the major facts that pulled me towards this path. This interest has led me to pursue further computer science studies and make it a full-time career option. The Bachelor of Computer Science course at the prestigious University of Wollongong will immensely help me to reach my career goals. It will equip me with the necessary advanced knowledge and practical skills for the upcoming world of Computer science and help me achieve a top position in my country's engineering sector as I wish to return home and seek employment options with Bangladesh's leading companies and pay my contribution to my country and my family.

I pledge to follow all the rules and regulations of Australia and the University of Wollongong and request you provide me with a study permit. I will be grateful if I am deemed worthy of studying in Australia.

Best regards,

Raiyan Bin Zia

DETAILS

Scholarship	University of Wollongong Excellence Scholarship
Total Amount	30% tuition fee waiver
Duration	Minimum duration of the degree as outlined in the offer letter
Commencement	2023
Scholarship Type	Tuition fee waiver
Citizenship Requirement	International student
Enrolment Requirement	Degree: Any undergraduate degrees, this includes honours degrees commenced the year following completion. Excluded courses, Nutrition and Dietetics, Exercise Science and Rehabilitation, Education, Psychology and Social Work degrees. Study Load: Full time
Special Conditions	N/A

TERMS AND CONDITIONS

1. OVERVIEW

- All capitalised terms are defined in the details table above.
- I understand that the scholarship consists of a tuition fee waiver, which will be applied directly to tuition fees for the duration of my enrolment at the University of Wollongong.
- I understand that the Scholarship will be awarded for students commencing in 2023 only.
- I understand that the University of Wollongong is sponsoring the Scholarship.
- I understand that this agreement is for the terms and conditions of the Scholarship only and is not an offer of accommodation or an offer of admission.

2. ELIGIBILITY

I understand that to be eligible for the Scholarship I must:

- Accept these terms and conditions. If I do not sign and return these terms and conditions I will not be eligible for the Scholarship;
- Remain enrolled at the University of Wollongong for the Duration of the Scholarship as per the Enrolment Requirement;
- Comply with these Terms and Conditions including any Special Conditions.

3. GENERAL OBLIGATIONS

- a) I understand that if there are any changes to my faculty of enrolment or my pattern of study after I accept this Scholarship, I must notify the UOW Fees and Scholarships team within 14 days.
- b) I understand that this Scholarship offer is not deferrable.

- c) I declare that that I am not in receipt of any other scholarship or sponsorship with any organisation for which my tuition fees, or part thereof, are paid to the University of Wollongong on my behalf.
- d) I understand that this Scholarship offer applies only to the specific course (and major if relevant) as indicated in the attached offer letter. If I apply for a different course or transfer to a different course (or major if relevant), I understand that this Scholarship offer will no longer be valid. If my application for the new course is successful, I will be advised whether or not I will be awarded a scholarship for the new course, and will be required to accept and sign new terms and conditions.

4. PAYMENT

- a) I understand that the Scholarship is not redeemable for cash and is not transferable to any other costs.
- b) I understand that the University of Wollongong has a variable fees policy where increases to tuition fees may occur annually and I am not exempt from this policy.
- c) I understand that I will be required to pay the balance of tuition fees not covered by this Scholarship by the required census date for the relevant session of study at the University of Wollongong.

5. TERMINATION

- a) I understand that failure to meet any of these terms and conditions may result in:
 - i. termination of the Scholarship and the tuition fee discount being removed;
 - ii. me being responsible to repay to the University of Wollongong an amount equal to the Scholarship. The University may withhold my academic results and documents until this payment is received.
- b) Following the award of this Scholarship, if the University obtains additional information about my academic background which would require a re-assessment of my original application for admission and scholarship, the Scholarship may be terminated.
- c) I understand that once my Scholarship is terminated it cannot be reinstated.

6. ACKNOWLEDGEMENT AND ACCEPTANCE

I wish to accept the Scholarship. I have read and agree to comply with the Terms and Conditions of the Scholarship.

Name	Raiyan Bin Zia	Student Number	8380181
Signature	Raiyan	Date	05/06/23

Challenges: As it was my first SOP writing I faced several challenges throughout the whole process. As Australian SOPs require a lot of criteria to match, it was quite difficult to get hold of all this at first. To sum up the whole study background, why the applicant chooses this specific subject, how does the subject relate to the applicants study background, what is his future plan and etc. were extremely challenging for me to write within 300-600 words.

Mistakes: I made a lot of mistakes in this project, as it was the first time, I was writing a Statement of Purpose. I did not relate to the applicant's study background with the subject he wants to apply for, which is a criterion that has to be matched. And also, I again made some grammatical errors, which put me in a bad position with my supervisor, but with his help, I quickly sorted out the error's.

Learnings: I learned how to think like a student, who wants to go abroad and wrote the SOP accordingly. I also enhanced my communication as I had to regularly talk to the student in order to get input about his personal life. Overall, this task greatly enhanced my confidence in writing SOPs.

Project 5

Project Name: Organizing In House Event ‘Australia Education and Migration Day’

Start date: 10th September

End Date: 30th September (Event day)

Project Overview: On 10th of September we all got an email from our CEO Ishraque Ahmed sir that he will be visiting us in Bangladesh from Australia Luminedge Branch therefore we need to arrange an in house event for new leads name ‘Australia Education and Migration Day’ where we will be giving free consultation and free file opening for our clients. And our CEO Ishraque Ahmed sir will be attending the event to give information about skill migration.

My Task and Responsibilities: I was assigned with major tasks for this event as it was my 2nd event as a Counselor for the Australia Team. The first task I was assigned by my supervisor was to write a promotional video script about the event for myself as myself being the counselor needs to be on the video. So I started working on my video script for the event promotional video.

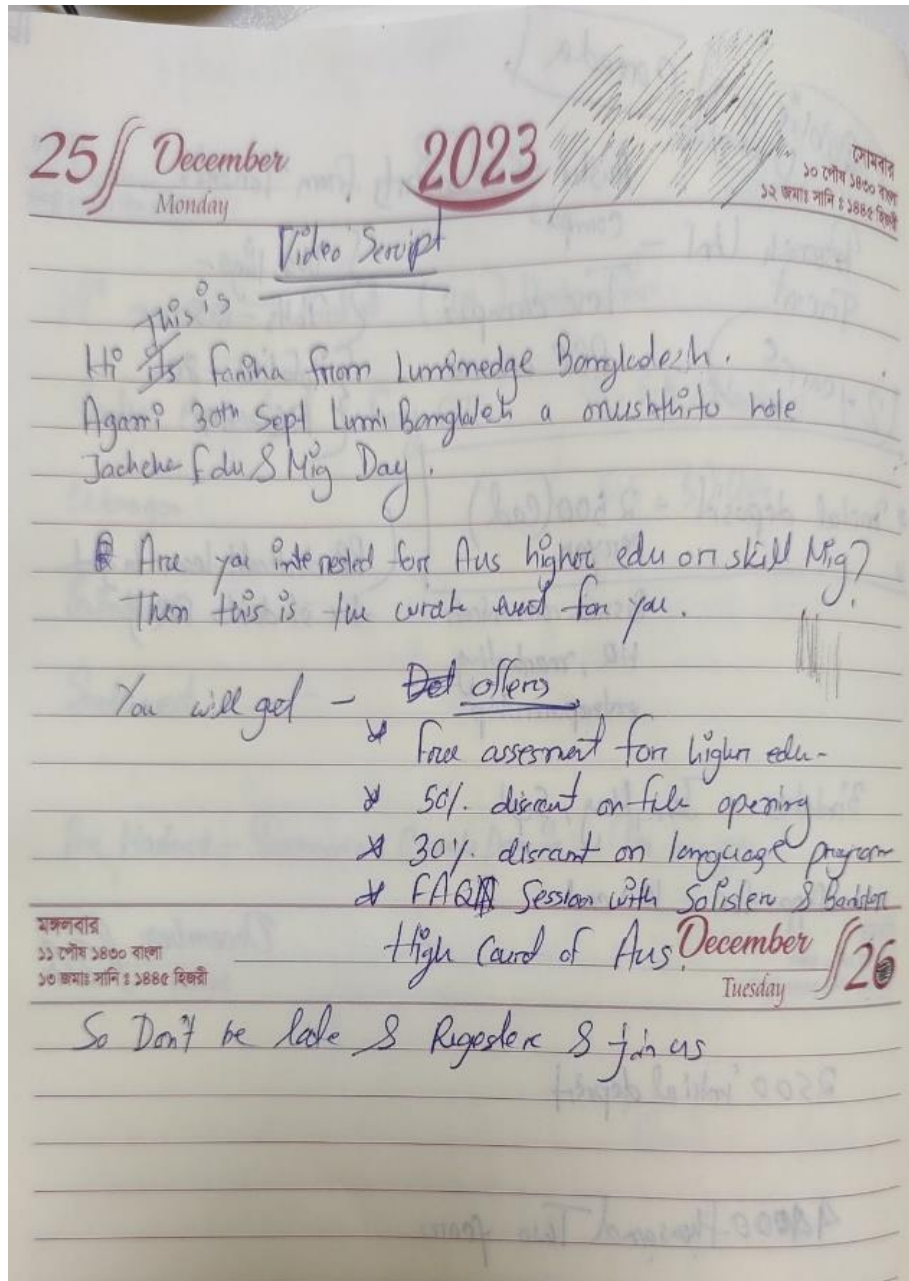


Image 5.1 - A rough of my video script

Video Link- <https://www.facebook.com/LuminedgeBangladesh/vi>



Image 5.2 - My published promotional video of the event

After I submitted my script it got approved by my supervisor and I asked to shoot for the video within 3 days with our team. After the shoot was done we submitted the video to our supervisor and with his approval the video was sent for editing to our editing team. Then my supervisor assigned me to write captions for promotional posts of the events and also to design the posters.



Image 5.3 - Poster Design my me



Image 5.4- Caption written by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid0YqFGuz5v43CWgiBVurcwpcsrHmqFZVNWZENW1NXqsMLAXKAEyfEytBMstxWuPT18l>

My writing part of the Caption - Hurry!! only 2 days to go..... Explore your future at Australian Education & Migration Day! Do you want to study in Australia or start a new chapter in your life there? There is no need to look any further! Luminedge is delighted to provide a unique event that will take you on an amazing journey of study and migrating to Australia.



Image 5.5 - 2nd poster designed by me.



Image 5.6 - Caption written by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid037YfLrgK2GmhsFmswNPV3xXqPfbqqQVUjPzUDxyz6t1J55mDZC1NYvsaNxG42wGxQl>

My writing part of the Caption - Join us for the Australia Education & Migration Day! Are you a recent graduate or an aspiring student? Get expert counseling on top Australian universities and take the first step towards your educational goals in Australia. This event is your chance to explore the possibilities.

Event Day - On event day my responsibilities were

- To attend all the clients who have registered for our event and provide them free counseling and university assessment.
- I gave a proper university assessment related to our clients background and their finance, suggested to them their future career in Australia, talked about PR pathways and how to get a PR in Australia, talked about financial background and how to sort them out for their student profile.
- Also, I had to keep track of all the clients who I have given counseling and follow them up after the event for file opening and further process. Also I gave suggestions on students' career choice depending on their subject choice for Australia.
- I called students who have registered for our event to give them a reminder



Image - 5.7 - Our invited guests and participants on the event day whom I have contacted

Challenges: I faced several challenges throughout doing all my work. The challenges I faced were:

- I find it challenging while writing the script as it was my first time writing a script related to an education event.
- I faced challenges while shooting the video as it was a bit difficult to remember all my lines and keep a straight face on the camera, we had to take a few shots of the video to bring out a perfect one.
- I faced challenges while giving financial assessment to clients because I am new at this. It was tough for me to make a proper financial assessment related to different kinds of Financial backgrounds.
- I was facing difficulties while communicating with a few clients.
- I got confused while suggesting university and programs because some clients' student profiles were very difficult to relate to.
- I got nervous with a few clients while convincing them to open a student profile with us.

Mistakes: I did make few mistakes which are -

- I got confused and made a few mistakes while making a financial checklist for clients.
- I made mistakes while shooting the video, I was saying the wrong lines and they had to retake my shots.
- I made mistakes while video writing the script but my senior counselor helped me and made me rewrite my script with no mistakes.
- I forgot to note down a few of the clients email addresses.
- I got hesitant of the crowd and gave a little less information to clients in a rush.

Learnings: From the beginning of the event when we started taking preparation to the end of event I got to learn a lot of things and they are -

- How to convince clients.
- How to report back accurately to the supervisor.
- How any small roles make a big difference in events.
- How any small mistakes can cause a big issue in an event.

- How to make corporate communication.
- How to make a financial checklist.
- How to handle clients in Rush.
- How to do promotional shoots.
- How to make promotional posters and write captions.
- How to write a script for a video.
- How to be confident in front of the camera.
- How to organize an in-house event.
- And how to keep patience in big events and handle any situation with patients.

Project 6

Project Name: Statement of Purpose (SOP) writing and making financial checklist for student Syeda Arafat Nimnee.

Start Date: 3rd October

End Date: 10 October

Project Overview: As I got good at writing SOP for students and through one of my SOP, I made sure to bring an offer letter for students so I was assigned with more SOP writing for students. One of the students I was assigned with was Steda Arafat Nimnee and I was assigned to make her financial checklist as well for her GTE (Genuine Temporary Entrant). I was given 7 days to complete her SOP writing and make a financial checklist depending on her financial background and bank statement.

My Task and Responsibilities: My responsibilities for this task were -

- To call the student and ask her about her financial background and bank statement.
- Get to know why the student wants to go to Australia and why on this particular subject and relate this to her SOP.
- Make sure I am mentioning all the important points in her SOP for University of Canberra.

SOP for University of Canberra for Syeda Arafat Nimnee -

Statement of Purpose

I am writing this statement of purpose to express my strong interest in pursuing my Master of Teaching English to Speakers of Other Languages (TESOL) from the University of Canberra, Australia.

My Details and Academic Background

I, Syeda Arafat Nimnee, was born on December 7, 1997, as the elder child of Syed Nazrul Hossain and Lina Layla. I have two younger siblings. The given statement includes extensive personal and financial facts:

BA in English (Linguistics): I completed my bachelor's from North South University, majoring in linguistics, with a CGPA of 3.14 out of 4 in January 2022.

HSC (Business Studies): I completed Higher Secondary Studies from a commerce background with a total GPA of 4.25 out of 5 in 2016 from Dhaka City College, Dhaka.

SSC (Business Studies): I have established a strong foundation from a commerce background with a total GPA of 4.69 out of 5 in 2014 from St. Francis Xavier's Girls High School and College, Dhaka.

-

My Reasons for Choosing the University of Canberra

I chose the University of Canberra because of its outstanding reputation for providing a top-notch Master of Teaching English to Speakers of Other Languages (TESOL), cutting-edge student facilities, a variety of scholarships, and a warm and welcoming environment.

§ Reputation: The University of Canberra holds a strong reputation in management and is renowned for its comprehensive TESOL programs.

§ **Research opportunities:** The institution has a thriving research community and allows students to work on cutting-edge research projects.

§ **Location:** The Canberra campus has clean country air, a thriving city scene, an inclusive community, and a low cost of living compared to other Australian cities, making it the perfect choice for international students.

§ **Industry connections:** The institution has links with the corporate community and offers students networking, co-op, and internship opportunities.

§ **Knowledgeable and experienced faculty:** The Education department's faculty at the University of Canberra has a history of generating accomplished graduates.

§ **Scholarships:** The University of Canberra provides scholarships for international students with up to 30% eligibility.

My Reasons behind Choosing This Course (Master of TESOL)

I have chosen to study Master of Teaching English to Speakers of Other Languages (TESOL) at the University of Canberra for several reasons:

§ **Career Advancement:** I seek to enhance my career prospects and open up opportunities for higher-level teaching roles.

§ **Comprehensive Curriculum:** The Master of TESOL program at UC offers a well-rounded curriculum that critically reflects how language education theory and research inform teaching practice.

§ **Practical Skill Development:** I am eager to acquire a practical strategic approach to specialized knowledge and skills for professional practice in various educational settings.

§ **International exposure:** I am choosing UC as it will offer exposure to a diverse student community and global perspectives on teaching practices.

§ Renowned Faculty: The University boasts experienced faculty members who are experts at teaching a second language.

§ Research Opportunities: I am excited to engage in research projects that can contribute to my knowledge and skill set.

§ Personal Growth: Pursuing this course aligns with my philosophy of self-development and continuous learning.

§ Practical Application: The emphasis on real-world professional studies and practical application of concepts aligns with my learning style and career goals.

§ Long-Term Goals: This course lays a strong foundation for my long-term goal of becoming a competent and successful lecturer in the educational world.

Course Information at UC

As a prospective student, I have learned that the Coursework for the Master of TESOL and Foreign Language Teaching at UC has credit points of \$3,625 per unit and lasts two years. To be eligible for the degree, I must complete all points and meet the course requirements for my chosen specialization outlined in the course handbook.

I am aware that the University of Canberra classes will be held at the Bruce, Canberra campus.

How this course relates to my previous work experience

Right after graduation, I joined Axis Education, a private institution, as a teacher. I have experience teaching 40 students in a class; I also gained experience taking exams in a class setting. I created content about studies that helped students to reach their goals in learning. As a girl in my country, the teaching profession is a very safe job. I taught at this institution for almost one year, applying the knowledge gained during my four years of university education, along with the skills developed through my extracurricular activities, to practical situations and experiences.

I am seeking admission to this program to advance my expertise in the field of teaching. The demand for English teachers is increasing worldwide and in my country. According to a report by

the British Council, by 2020, two billion people worldwide will be speaking or learning English. A TESOL certification will give me a competitive edge in the job market and enhance my chances of getting hired.

TESOL can also help me move up the career ladder to more senior teaching roles, such as teaching in universities or training other teachers. Additionally, a TESOL certification can help me become a teacher trainer, curriculum developer, or materials writer in my country. Hence, I aspire to make a meaningful contribution to my nation's academic growth by applying the international knowledge and skills I acquired during my education in Australia. Upon completing my studies at a prestigious Australian university, I envision myself as a valuable and proficient professional in Bangladesh's rapidly expanding education sector.

How will this course support my career?

Here's how the Master of Teaching English to Speakers of Other Languages (TESOL) program will directly support my career growth:

§ **Valuable skills are added to my resume:** Showing employers that I have formal education is a testament to my expertise and dedication to the field. If my course includes live teaching practice, this also demonstrates experience working with students, which is especially useful for teachers.

§ **Gaining a competitive edge:** Since most employers prefer or require that their English language teachers have a teaching qualification, having a TESOL certificate will increase my chances of being hired over other candidates who don't have one. Tesol is essential if I am looking for work in English medium schools or private language institutes or universities where the competition for jobs is fierce in my country.

§ **Eligible for promotions and higher salaries:** In some countries, including Bangladesh, teachers are compensated more based on their qualifications. Having an accredited TESOL certificate could land me a higher-paying job or promotion that comes with a better salary.

I will open myself up to an international career. I'll be more confident in the classroom. TESOL certificates will teach me how to teach. I'll not only learn how to teach more abstract grammar topics but I'll be instructed on how to assess students and manage behavior.

My decision to pursue a Master of Teaching English to Speakers of Other Languages (TESOL) degree will provide me with the practical tools, comprehensive knowledge, and transformative opportunities necessary to excel in my career.

What Study Options Are Available in Bangladesh?

Several universities in Bangladesh offer Master of Teaching English to Speakers of Other Languages (TESOL) or similar programs.

§ **University of Dhaka:** The Faculty of Humanities at the University of Dhaka offers a Master of Teaching English to Speakers of Other Languages (TESOL) program, which includes various specialization options, including teaching training.

§ **North South University:** I have already completed my bachelor's from NSU, and NSU offers a Master of Teaching English to Speakers of Other Languages (TESOL) program with various concentrations under the English department.

§ **East West University:** This University offers a Master of Teaching English to Speakers of Other Languages (TESOL) program with concentrations that may include teaching practice under the Arts department.

§ **BRAC University:** BRAC University offers a Master of Teaching English to Speakers of Other Languages (TESOL) program with different concentration options, potentially including teaching.

With the limited resources, labs, internships, and skilled personnel at most universities, the certificates need to hold more global value for aspiring graduates. Hence, I have decided to pursue my master's abroad, with remarkable universities, facilities, and teaching standards.

Study options other than Australia

Numerous study options are available for a Master of Human Resource Management degree in countries other than Australia. Some countries are known for their reputable universities and institutions that offer Master of Human Resource Management or related programs:

§ **United States:** Many universities in the United States offer Master of Human Resource Management programs —examples: Stanford University, Northwestern University, the University of Michigan, Duke University, and Webster University. I got the offer letter from Webster University for the HRM program, but unfortunately, my visa got rejected, so that I couldn't pursue my postgraduate studies in the USA.

§ **United Kingdom:** The UK has many universities offering Master of Human Resource Management programs, including London Business School, Imperial College London, and Warwick Business School.

§ **Canada:** Canadian universities offer Master of Human Resource Management programs, such as the University of Toronto, McGill University, the University of British Columbia, and Queen's University.

What Study Options Are Available In Australia

When I researched, I found many options in Australia to study for a Master of Teaching English to Speakers of Other Languages (TESOL). Below are some of these options:

§ **CQ University:** It offers a Master of Teaching English to Speakers of Other Languages (TESOL) with various specializations, including effective teaching and learning English and other languages.

§ **University of Sydney:** It provides a Master of Teaching English to Speakers of Other Languages (TESOL) covering strong subject and pedagogical knowledge.

§ **University of Newcastle:** It offers a Master of Teaching English to Speakers of Other Languages (TESOL) program focusing on professional leadership skills.

§ **La Trobe University:** It offers a Master of Teaching English to Speakers of Other Languages (TESOL) program with concentrations in education theory and research that informs teaching practice.

After researching many study options, I have chosen the University of Canberra in terms of advanced course structure, scholarships, student service support, positive student feedback, teaching methods, and a relatively medium-sized class.

My Circumstances in Bangladesh (Family Details, Personal & Economic Ties)

I want to highlight my personal and economic ties to Bangladesh, which will encourage me to return to my home country after completing my studies. Firstly, after gathering knowledge in many fields and spending my critical educational years in Australia, there will come a moment when I will return to my motherland. My first focus will always be my education. Therefore, because my family lives here, I will return to my hometown after finishing my studies in Australia. As the eldest daughter, I had always imagined attending college, receiving a degree, working for a highly respected Institution, and becoming generally successful. I choose teaching as a career because, as a girl in my country, it is the safest profession and very respectful. In addition, I have specific unavoidable responsibilities toward my parents. My parents are aging and have a strong bond with my parents and sisters, and I cannot even think of living apart from them for an extended period. They have permitted me to stay abroad for two years only because they support my goals and ambitions. In our Bengali culture and my ethics, I have to be beside them, taking care of them in later years. Apart from my ties, I also have strong economic ties to Bangladesh. My father owns a building in Puran Dhaka, which will eventually be passed down to me to manage in his absence, as we have no brother. Therefore, returning to Bangladesh is crucial for me to fulfill my financial responsibilities towards my family. I must return to my country, as I have to pay my dues to my homeland and help it develop as it has helped me by providing me with resources for my education and self-development. I am particularly interested in working in Bangladesh because of the unique challenges and opportunities that the country presents, along with the high demand for skilled English Teachers, as English is the second most used language in our country. My contribution as a TESOL graduate from a first-rate university like UC will be unparalleled and invaluable to my country.

My Knowledge of Living in Australia

As an international student, I am aware of the financial and cultural challenges of living in Australia. I have factored in all the expenses, including tuition fees, accommodation, food, transportation, and other miscellaneous costs, so I can manage my finances effectively. I have also researched and applied for scholarships to support my education. I have read extensively about the culture and customs of Australia, which has given me a better understanding of the expectations and norms in the country. Moreover, I have taken the English language proficiency test, PTE, and I got a score of 69 to ensure my language skills meet the required standard. I am confident I have the necessary knowledge and adaptation skills to thrive as an international student in Australia and at the University of Canberra.

Benefits of course

University of Canberra courses will help me to explore teaching methodology and practice, linguistics, oral communication, language acquisition, and curriculum design – and how to apply these in numerous language education settings. My new understanding of people from various cultural, social, and religious backgrounds will also equip me with the valuable knowledge and skills to nurture your students' futures in the workplace and beyond. This flexible course can be studied full-time in 2 years or part-time in 4 years and is designed to work for me. After completing my Master's In TESOL, I intend to join reputable universities like AIUB, IUB, Daffodil University, and Jagannath University as a Lecturer in my country. I wish to return home, seek employment with Bangladesh's top universities, and contribute to my country. I worked as a teacher in a private institution and got around a 5-digit salary. Returning as a proficient UC graduate, I expect to receive a 6-digit wage in a high position at any prestigious and creditable University.

Who Will Be My Sponsor?

My father will sponsor my studies and stay in Australia. He will bear my cost while I am in Australia.

Immigration History and Visa Conditions

I have never traveled internationally. According to my knowledge, student visas in Australia are quite favorable, with multitudes of international students coming to study there annually.

I am aware of the following student visa conditions for Subclass 500 below:

§ I must maintain a satisfactory attendance rate.

§ I can work a restricted number of hours weekly.

§ I must maintain valid health insurance.

§ I am unable to change the tuition provider before 6 months.

§ I must have adequate financial resources to be able to stay in Australia.

§ Notify the institution/DIBP within 7 working days if I change my residence address.

I also understand that I must demonstrate financial capability to support my studies and living expenses. With my father's support, I am confident I will meet these requirements.

Thank you for considering my application. I am eager to join the academic community at the University of Canberra and begin my journey towards achieving my goals.

Yours sincerely,

Syeda Arafat Nimnee

After I was done writing the SOP I sent it to my supervisor and he approved it at first glance. He said to me that it was very well written and I don't need to edit it. I was filled with joy at that moment and was proud of myself. After that I needed to make a financial checklist for the student.

Financial checklist for Syeda Afafat Nimnee -

Financial Checklist made by me -

Sponsor details:

- Bank statement of regular income source (last 6 months), Solvency certificate,.
- Tin Certificate, Tax Return paper (2 Years), Tax Certificate
- Relationship Declaration with sponsor

Fund:

- Need all bank statements and bank solvency certificate with bank email and contact details to verify.
- Statement from lawyer to clarify that bank statements are on your mothers name but the source of these funds are from your Father.
- Bank statement of all savings and current accounts
- Financial Affidavit

Properties:

- All properties ownership documents (All properties owned by sponsor) should be translated and translated copy should be notarized and attested.
- Duplicate carbon Receipt and updated khatian paper should be translated and translated copy should be notarized and attested.

CA valuation report:

- Need to mention all bank balances, properties and income sources of the sponsor (Amount should be mentioned both in BDT and AUD)

Affidavit of sponsorship and financial declaration:

- Document should be notarized (Amount should be mentioned both in BDT and AUD)

Full family members ID:

- Passport, NID or Birth certificate (If needed translated and notarized)

Visa and immigration history:

- Applicant all immigration travel history (Need arrival and departure dates)

Name affidavit:

- Names spelled differently in multiple docs should be translated, notarized and attested.

After making the checklist my responsibility was to send it to the student, speak with her and make her understand all the required documents she would be needing from the checklist to clear her GTE.

Challenges: For this task my biggest challenge was to understand the financial background of students and to make the financial checklist.

Mistakes: I didn't make much mistakes while writing SOP but I did make few mistakes while making the financial checklist and they are -

- I got confused about required documents for Job holders and business holders.
- I forgot to mention required documents for Rental properties.

Learnings:

- I learned the difference between different required documents for different occupations.
- I got to understand what a financial affidavit is.
- I got an understanding of CA Evaluation.
- I got to know how sponsor details matter and what sponsor details are required for a GTE clearance.

Project 7

Project Name: Make Social Media Post for Facebook Page

Start Date: 12th October

End Date: 30th October

Project Overview: I was assigned to make the drafts of new facebook contents and write captions for them within 30th of October. For the whole month I was responsible for all the facebook contents that will be published from time to time. My supervisor did check up on me from time to time to see if I am facing any difficulties or not and he helped me whenever I needed any help from him.

My Tasks and Reponsibilities -

- To make Facebook content Drafts
- To discuss the drafts with our graphics designer and finalize the contents
- Do research for captions and contents

Facebook content posts by me-



Image 7.1 - Facebook post designed by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid0o3TMWHRvciHthiLd98JRRaMWRdU85HrebNVcFCfwG5Lx5V8gsM9AXwtSUB3ixWjl>

Caption Written by me –

Visa Rejection? Don't Give Up! Luminedge is the key to your study abroad dreams!

Talk to our expert Chowdhury Ishraque Ahmad, Solicitor and Barrister (High Court of Aus & NZ), who will help you through the visa process and increase your chances of approval.

Book an appointment with our Certified Counselors who will guide you to fulfill all the steps for your admission in the top Universities.

Luminedge

SECURE YOUR AUSTRALIAN VISA WITH YOUR SPOUSE

Talk to Our Expert!
Mahamudul Hassan
QEAC #T036
Certified Counsellor

Book Now!
☎ 01400 403 485

luminedge.com.au
743 Satmasjid Road Gawsia Twin Peak Level-12
Dhanmondi 9/A, Dhaka

Luminedge Bangladesh
23 Oct 2023 · 🌐

Are you prepared to study in Australia? Secure Your Australian Visa with Your Spouse! 🇦🇺
Discover the path to your dream education journey and enjoy the adventure together. ... See more

Image 7.2 - Facebook post designed by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid0aNFduACEg1QRyVvFNd41psUxZpz2hVxPAMaicV3XBK8MR8qmJpA6779CSAjmf5JDl>

Caption written by me -

Are you prepared to study in Australia? Secure Your Australian Visa with Your Spouse!
Discover the path to your dream education journey and enjoy the adventure together.
Book an appointment with our expert, Mohammad Mahamudul Hassan, QEAC Certified
Counselor, who will guide you to fulfill all the steps for your admission in the top
Universities.

Let's make your Australian dreams a reality with Luminedge.

Visit us for a free one-on-one Counseling

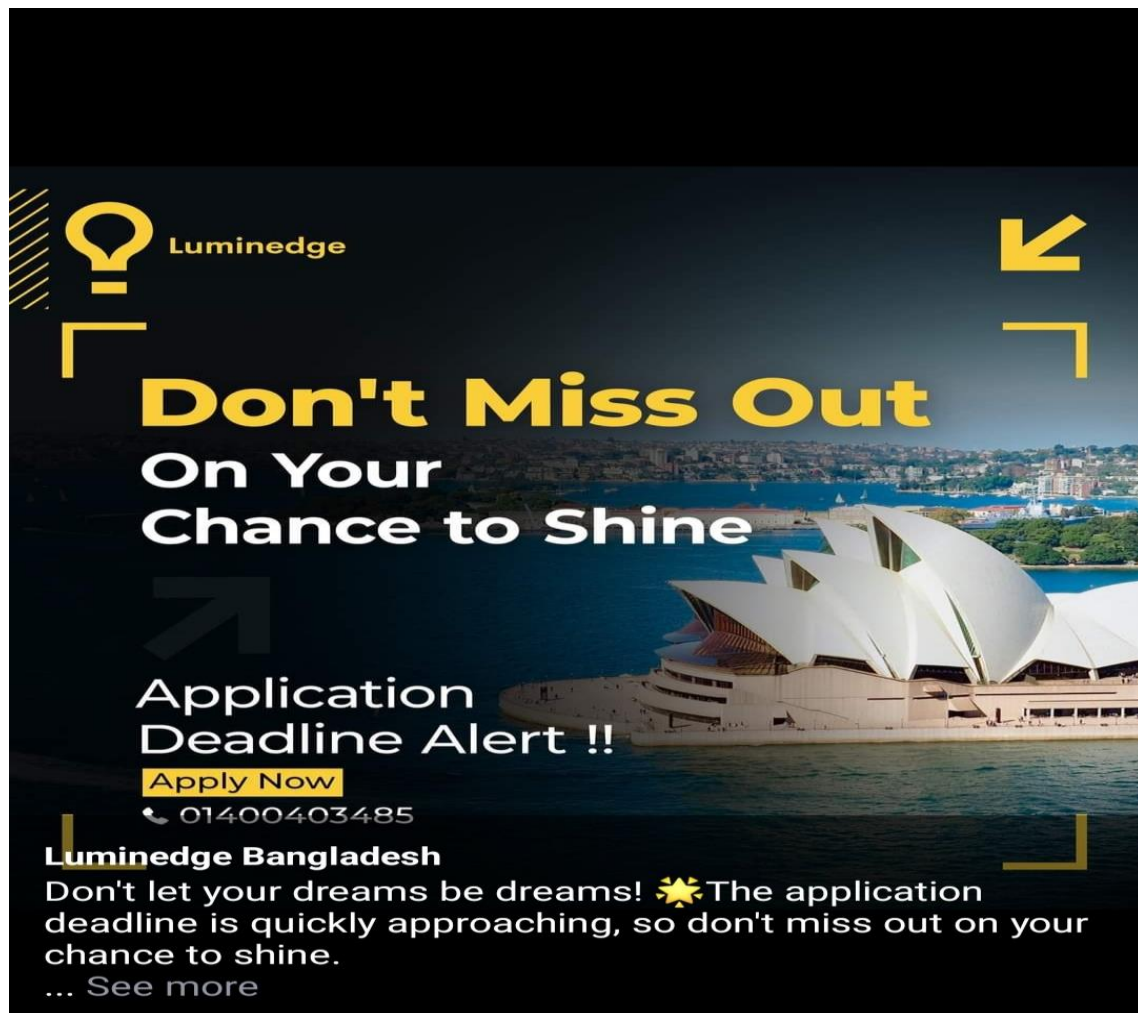


Image 7.3- Facebook post designed by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid02BrD22znD2cgzMjQSDWYUCgKoia8juNU2h2uNG7iih4F6AWRzTEvZD8cAxdbGPrEul>

My Writing Part of the content -

Don't let your dreams be dreams! The application deadline is quickly approaching, so don't miss out on your chance to shine.

Make your dreams come true with Luminedge.

Book an appointment with our Certified Counselors who will guide you to fulfill all the steps for your admission in the top Universities.

Visit us for a free one-on-one Counseling

Luminedge Bangladesh Office:

Level 12, Gawsia Twin Peak, 743 Satmasjid Road, Dhanmondi 9/A, Dhaka, Bangladesh

The graphic is a promotional poster for Luminedge Bangladesh. It features a background image of a red cable car moving along a track, with a cityscape and mountains in the distance. The text is overlaid on the image. At the top left is the Luminedge logo, which consists of a yellow lightbulb icon and the word 'Luminedge' in yellow. Below the logo is a yellow box with the text 'Did You Know?'. To the right of this box is a yellow arrow pointing down and to the left. Below the 'Did You Know?' box is the text 'New Zealand's' in large white letters, followed by a small New Zealand flag. Below this is the text 'City has been Named The Country's Top Student City for Higher Education And Research Excellence!' in white. Below this text is the contact information: 'luminedge.com.au' and '0140 0403 485' in white, followed by the address '743 Satmasjid Road Gawsia Twin Peak Level-12 Dhanmondi 9/A, Dhaka' in white. At the bottom left is the text 'Luminedge Bangladesh' in white, followed by '27 Oct 2023' and a globe icon. Below this is the text 'Discover, Dream, and Study in the Land of Kiwis!' in white, followed by a small New Zealand flag. Below this is the text 'Experience the Adventure of a Lifetime in New Zealand.' in white, followed by a globe icon and a graduation cap icon. At the bottom left is the text '... See more' in white.

Luminedge

Did You Know?

New Zealand's

City has been Named The Country's
Top Student City for Higher Education
And Research Excellence!

luminedge.com.au 0140 0403 485
743 Satmasjid Road Gawsia Twin Peak Level-12
Dhanmondi 9/A, Dhaka

Luminedge Bangladesh
27 Oct 2023 · 🌐

Discover, Dream, and Study in the Land of Kiwis! 🇳🇿
Experience the Adventure of a Lifetime in New
Zealand. 🌍 🎓
... See more

Image 7.4- Facebook post and content by me

Post Link:

<https://www.facebook.com/LuminedgeBangladesh/posts/pfbid021r5paRdPXkeATFpg78h8FQ3Rn614b176gT31GCmuFwrRnh1Dg9mDLvgb6yEEjmKsl>

My writing part of the content -

Discover, Dream, and Study in the Land of Kiwis! Experience the Adventure of a Lifetime in New Zealand.

Make your dreams come true with Luminedge.

Book an appointment with our Certified Counselors who will guide you to fulfil all the steps for your admission in the top Universities.

Visit us for a free one-on-one Counseling

Challenges Faced: The biggest challenge was, coming up with unique ideas almost every day and making it as visually appealing as possible, so that customers get attracted to the page.

Mistakes: I previously had experience regarding making social media posts, so in this project the mistakes I made were very minimal.

Learnings:

- Making attractive post
- Balance of color coordination
- Click generating texts
- Making interesting and relatable social media captions.

Project 8

Project Name: Clearing Genuine Temporary Entrant (GTE) for University of Wollongong

Project Overview: As I had applied to the University of Wollongong for one of my students named Arshil Amir I was asked to fill up the GTE form for student Arshil Amir to get an unconditional offer letter from the university. The (GTE) genuine temporary entrant requirement is an honesty measure to ensure that the Student visa programme is used as intended and not used by international students as a way of getting residency in Australia. It ensures that only genuine student applicants are granted a student visa.

My Task and Responsibilities:

- To contact my student and ask about the required questions from the GTE form to complete the GTE form as required .
- To think smartly and answer all the questions within the word limit but to not miss out important information.
- Go through the student's financial affidavit and calculate his sponsor's yearly regular income and convert it to AUD from BDT as required in the GTE form .
- To research and know about the costing of health insurance , travel cost , tuition fees for one year , living expenses and calculate all of them and put the number in the GTE form where it is required.
- To complete the GTE form without any mistakes and email it to the university to clear my students GTE (Genuine Temporary Entrant).

GENUINE TEMPORARY ENTRANT (GTE) FORM

INSTRUCTIONS FOR COMPLETING THIS FORM:

- All the questions must be answered, and no field must be left blank. If something does not apply state 'NA' (not applicable).
- GTE Form must be dated by the student.
- Information on this form must be accurate and dates must match with the supporting documents provided such as qualifications and work experience letters.
- Upload the completed GTE Form along with other supporting documents (evidence of qualifications, employment, English, financial capacity, etc.) together with your application.
- Agents can get more information on admission requirements and GTE procedures through the Agent partners & representatives page at UOW website.
- Agents must retain a copy of the completed GTE Form and all supporting documents on the student's file.
- You do not need to submit a separate 'Statement of Purpose' if you are submitting this form;
- Note, text boxes in questions 2, 3, 4 and 5 have character limits of 600 characters.

IMPORTANT NOTE FOR AGENTS:

- UOW and subsidiaries conducts random audits of the Agent's GTE assessment processes.
- Agents must be aware that they are responsible for making a recommendation to UOW and/or UOW College Australia.
- Recruiting a student who does not satisfy the Genuine Temporary Entrant criteria set by the Australian Department of Home Affairs may result in suspension or termination of the agent agreement with UOW.

SECTION A – WRITTEN COMPONENT

1. APPLICANT'S DETAILS

First name:

Arshil

Last name:

Amir

Passport number:

A11405244

Date of birth:

02/11/2003

Image 8.1: Completed GTE Form of University of Wollongong

2. FAMILY DETAILS:

2/7

Are you married?

☐ Yes
☒ No

Will your spouse/s accompany you to Australia?

☐ Yes
☐ No
☐ They will join me at a later date
☐ NA

If yes, attach a copy of your marriage certificate.

Do you have Children?

☐ Yes
☒ No

Will your children accompany you to Australia?

☐ Yes
☐ No
☐ They will join me at a later date
☐ NA

Do you have any relatives (Parents, Brothers, Sisters, Aunties, Uncles, Cousins) living in Australia?

☐ Yes (respond to the following questions)
☒ No (go to 3. Immigration History.)

(i) Are they citizen/ permanent residents of Australia?

☐ Yes
☒ No

If No, What visa type and subclass are they on? (eg: Temporary Resident - subclass 485)

(ii) How are they related and where do they live?

(iii) Do you intend living with them whilst studying or if you are studying in a different location to where your relative lives why have you not considered studying in the location; and

(iv) Why having family onshore will not be an incentive for you to remain in Australia post completion of your studies

Image 8.2: Completed GTE Form of University of Wollongong

5. BACKGROUND

A. Course/s Applied (Include all course/s as detailed in your offer letter)

Bachelor of Computer Science.

B. Briefly outline your reasons for choosing your course/s.

For me, computer science has always been a desirable degree. Since I was twelve years old, I have been interested in technology, so I have always wanted to study computer science. Most importantly, computer science is one of the most demanding subjects to study in the modern world. And I want to work for a large tech company as a big data analyst. I will gain invaluable practical experience from UOW, which has a far stronger reputation, excellent research, knowledgeable faculty, and international recognition. That is the reason I choose Computer Science at University of Wollongong.

C. How does this course relate to your previous study and work history? (If your proposed study is unrelated, explain how this course will support your change in career.)

Currently, I'm studying Bachelor of Computer Science and Engineering (CSE) at BRAC University, which is ranked as the best university in Bangladesh. I know python programming and familiar with loops, string, set, OOP, and data structure. Since 2022, I have been solving python problem based questions.

D. Briefly outline the options available at higher education institutions in your home country and countries other than Australia. (i.e. list specific courses at specific institutions you have considered and why you haven't chosen these)

In Bangladesh, BRAC University, BUET, NSU, and DU take the lead in providing various computer science programs. However, my country still needs to improve its industrial development, infrastructure, and educational standards. Internationally, countries such as the USA, UK, and Canada are good choices for computer science. Universities such as MIT, Stanford, and Oxford offer such renowned programs. But international students must deal with racism, cultural shock, and housing problems in these countries. That is why I decided to study in Australia rather than my country and other countries.

E. Briefly outline the course/s options available to you at higher education institutions in Australia and your reasons for choosing UOW and/or UOW College instead of another university in Australia or Overseas. (i.e. list specific courses at specific institutions you have considered and why you haven't chosen these)

Australia's leading universities, such as the Australian National University, University of Sydney, University of Melbourne, and University of Wollongong, offer computer science courses that provide students with a strong foundation in programming, algorithms, data structures, and software development. Other than all universities, I choose UOW due to its concentration on research, industry links, reputation, and rankings. UOW is renowned for its research work in the field of computer science, and have a strong reputation. That is the reason I want to study in UOW rather than other universities.

F. Explain how this course applies to your future career prospects. (E.g. Provide information on career prospects you can anticipate after completing your course, including information about the kinds of jobs and positions you might be qualified for and the potential employers and remuneration in your home country).

I want to work as a big data analyst once I've finished my computer science degree. Initially, I can find employment in many different sectors in Bangladesh, particularly as a big data analyst. Industries like telecommunications, banking, healthcare, and e-commerce use large datasets to obtain insights. I can make a substantial contribution to the creation of well-informed business plans and the growth of companies in Bangladesh by applying my abilities and understanding of statistical techniques. I wish to work as a big data analyst in Bangladesh once I graduate from UOW because of this.

Image 8.3: Completed GTE Form of University of Wollongong

G. Provide details of your economic circumstances that serve as incentive to return home. (Include assets such as investments, property, etc).

Bangladesh offers a lot of opportunities for me to pursue my dream of becoming a big data analyst. I want to go back to Bangladesh and work for Grameenphone or 10 Minute School after I graduate from UOW. My initial objective is to establish a network for myself in Bangladesh, and I will have the opportunity to do so by working at Grameenphone or 10 Minute School. I would expect to receive a 6-digit salary once I returned home.

H. Provide details of your personal circumstances that serve as an incentive to return home. (Detail your family composition, family income, family employment, social and community ties).

I wish to return to Bangladesh after completing my studies at UOW in order to pursue career opportunities and to stay with my family. I originally intended to stay in Bangladesh after I graduated to support my family. Second, I want to build my own network and begin my career in Bangladesh after graduating. I'd like to work for Grameenphone or 10 Minute School so that I can use my big data analysis skills that I learned from UOW to establish my own networks. That is my personal circumstances that serve as an incentive for me to return home.

I. At which UOW campus will you study your course/s?

I want to study at UOW's Sydney campus.

J. Will you be living in UOW Accommodation?

☐ Yes ☒ No

K. If No, name the specific suburb/city where you intend to live whilst studying? (Include if you have any family living in this location, your planned living and family arrangements, how you will commute to campus)

I am intending to live in Sydney while studying at UOW. I don't have any of my family members who live in Sydney, but some of my friends are resident of Sydney. They will host me when I get to Sydney.

L. Explain your knowledge about living in Australia (i.e, accommodation details, cost of living and how you will commute to campus)

As an international student, I am aware of the financial and cultural challenges of living in Australia. I have factored in all the expence, including tuition fees, accommodation, food, transport, and all the miscellaneous costs, so I can manage my finances effectively. For accommodation, I can opt for private rental. And for commuting to UOW's Sydney campus, depends on my chosen accommodation location. For my commute to campus, I will take advantage of Sydney's robust public transportation network, which includes buses and trains.

Image 8.4: Completed GTE Form of University of Wollongong

SECTION B – FINANCIAL CAPACITY ASSESSMENT

FINANCIAL CAPACITY ASSESSMENT

FUNDS REQUIRED IN AUD

	Applicant	Family Members
Travel (return Airfares)	\$3000 aud	\$
Tuition for first year of study*	\$36,672 aud	\$
Overseas Health Cover (OSHC)**	\$2146 aud	\$
Living Expenses***	\$24,505 +2000 aud	\$
TOTAL funding (Applicant + Family Members)	\$68,323 Aud	

***Tuition Guidelines:**

For indicative costing review to offer letter if/when issued.

**** Overseas Health Cover (OSHC):**

Specific costing for single cover will be shown on your offer letter if/when issued.

*****Living Expenses Guidelines:**

Applicant: The current guideline is AU\$24,505/year

Spouse/Partner: The current guideline is AU\$8,574/year

First Child: The current guideline is AU\$3,670/year

Each Additional child: The current guideline is AU\$3,670/year

Schooling Costs: for an accompanying family member age 5-18 years the guideline is AUD \$8,296 for each child

Travel Costs: The current guideline is AU\$2,000 per person

FUNDS AVAILABLE IN AUD

Exchange Rate (from xe.com):	1 Aud = 72.60 BDT
------------------------------	-------------------

Show the exchange rate you have used to calculate funds required

Applicant's Details / Sponsors Details including income in AUD

	Applicant	Sponsor 1	Sponsor 2
Sponsor Name	N/A	MD Amir Khushru	
Relationship to Applicant*	N/A	Father	
Education Loans	\$ N/A	N/A	
Savings (Bank Deposits)	\$	\$64,396.10 aud	\$
Annual Salary Income	N/A	\$12,522.08 aud	\$
Business Income	N/A	\$30,910.13 aud	\$
Agricultural Income	N/A	\$5,151.67 aud	\$
Rental Income	N/A	\$N/A	\$
Other Income	N/A	\$N/A	\$
TOTAL Annual Income in AUD	\$	\$112,979.98 aud	\$

Income Source Guidelines:

Savings (Bank Deposits): Bank statements are required either in the name of the student and/or sponsor which indicate the savings amount shown / required funds, noting funds being taken into account need to have been built up over a minimum period of 6 months (where this is not the case additional information confirming the source of funds will be required);

Education Loan: Documentation which confirms the approval of an education loan that is sufficient to meet above funding requirements;

Salary Income: Official Government documentation such as tax assessments which indicate sufficient earnings in the immediate 12 months before a student applies for their visa, i.e. the most recent tax assessment, noting for individual students minimum income requirement is AUD 72,465 and for students coming with family minimum income requirements is AUD 84,543

Business income: Confirmation that the business is operating and official government documentation to be provided confirming funds held;

Agricultural income: Acceptable documentation can be tax statements/ government documents;

Rental Income: Acceptable documentation can be tax statements/ government documents;

*Note, acceptable sponsors include Parents, Brothers and Sisters.

Image 8.5: Completed GTE Form of University of Wollongong

DECLARATION

APPLICANT DECLARATION

1. By submitting this form, I accept and declare that the information provided in this form is true and correct.
2. I acknowledge and accept that UOW or UOW College Australia may vary or cancel any decision made on the basis of incorrect, incomplete, false or misleading information which I may have provided or changes to the Australian Immigration environment.
3. I understand that the information provided will be used in the administration of my application and subsequent enrolment by UOW or UOW College Australia, but may also be accessed and used by UOW subsidiaries and by the Education Agent who has assisted with this form. I understand that provision of this information is voluntary, but that a failure to provide the information may result in my application being refused.
4. I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in my application to release to UOW or UOW College Australia personal information which they may hold about me for the purpose of verification of my supporting documents.
5. I agree to inform UOW or UOW College Australia immediately if there is any change to the information I have provided.
6. I understand and accept the terms and conditions in the Privacy General Consent and Disclosure Statement which can be viewed at: <http://www.uow.edu.au/legal/privacy/UOW089606.html>

Applicant's full name:

Arshil Amir

Image 8.6: Completed GTE Form of University of Wollongong

Challenges: As it was my first time clearing a GTE form it was quite challenging to understand the financial affidavit document of the student and calculate sponsors income and other costs. As the amounts were big, calculating them and converting them into Aud was a bit challenging for me.

Mistakes: I made mistakes while calculating the numbers from the financial affidavit document of the student. I also made mistake understanding the assessment valuation, FDR amount, regular income from different sources but my team leader helped me while I was completing the form.

Learnings: What I learned from this task were-

- To convert BDT to AUD and get to know about AUD rates.
- Got to know about health insurance costs for Australia.
- Got the understanding of the financial affidavit document.
- To know how to clear GTE for University of Wollongong.

INTERNSHIP OUTCOME

I had thought that by the time my internship was finished, I would not be interested in working on a variety of tasks on a daily basis as a full-time employee. But I quickly understood that this was the field I intended to fully commit myself in. My internship, for me, was the culmination of a circle that began during my first semester at ULAB. Every day I was simply filled with gratitude for all the mentors who had helped me learn and get ready for the workforce. I quickly became a part of the business culture and took responsibility for it.

I feel much more confident now. I can create my own writing and communication methods, and I have presentation skills I never anticipated to have. Working under constant strain and dealing with a range of people has helped me to develop the capacity to keep my composure under duress. My interpersonal skills have been helped by many people from varied backgrounds. I've been able to hone my critical thinking and creative skills more as a result of doing a range of research and analysis for numerous projects. I have a better understanding of the internal and external communication components as well as the strategies for approaching stakeholders when I consider branding firms using public relations. My plans and ideas for organizing and negotiating deals of all sizes have recently come to me. Since I've always liked a good challenge, my employers gave me plenty of them. I believe that as I gain more experience in this area, I will be better able to improve both my own life and the lives of the general public.



To be a professional counsellor I had to complete a professional counsellor course for Australia. The above certificate was given to me after successful completion of the course within one week. My supervisor and team leader were very proud of me because I completed this course in a short period of time.



This certificate was also given to me from Luminedge Bangladesh as an appreciation for my job responsibilities and as a Study Abroad Counselor.

WORKPLACE LOG

18 February 2023
Saturday
শনিবার
০৫ ফাল্গুন ১৪২৩ বঙ্গাব্দ
২৭ ফেব্রুয়ারি ১৯৯৯ খ্রিস্টাব্দ

Ragib - RMIT - Will get offer letter within Friday

Nimnee - Got GTF form Canberra (can't access through online portal)

Rahoben - Diploma of IT (SIBT - WSU) - Give GTF form

Nimnee - Financial Checklist ✓
Du - Jaiga Jami papers, updat khadiyan, fir, translate & Notarized
Rental deed Sits contract papers

February 19
Sunday
রবিবার
০৬ ফাল্গুন ১৪২৩ বঙ্গাব্দ
২৮ ফেব্রুয়ারি ১৯৯৯ খ্রিস্টাব্দ

Canberra GTF model

Files

- Passport
- Statement & Solvency certificate
- Relation declaration with spouse
- Financial certificate
- Rental deed & Asset summary
- SOP - 370 word

→ send to nimnee ✓

confirm sign of Not

Get sop structure & send ✓

Income tax certificate

Income tax file

Tin certificate

Tax Return

income tax document

income source

16 February 2023
Thursday
বুধবার
০৩ ফাল্গুন ১৪২৩ বঙ্গাব্দ
২৫ ফেব্রুয়ারি ১৯৯৯ খ্রিস্টাব্দ

Within 6pm - Send files, Update list

To Do -

- Nimnee - Canberra - LCI (Done) ✓
- WSU - GSP
- New Castle - Advantise
- Rahoben - WSU in IT (LCI) ✓

Ask Sakaguchi about Arabic GTF

Abdullah - CV missing - Apply WSU-IT ✓

Update - Agencies

Abdel - NAPS / WSU

February 17
Friday
শুক্রবার
০৪ ফাল্গুন ১৪২৩ বঙ্গাব্দ
২৬ ফেব্রুয়ারি ১৯৯৯ খ্রিস্টাব্দ

To do -

- Ask PFEC about Ragib
- Ask about Ragib financial statement

Master of Edu (STEM) (secondary) → WSU (2 years)

New castle - GSP

Send nimnee GTF & Financial checklist

Do applist for Musa in NAPS (45,46)

Class Start (S2,13)

১২৭ → ১২৭৭ in Aus
 February 2023
 Sunday Pathways R

১২৭ WSU - ১ year in BD (7 months) less expensive
 Federation
 (7000 Ausd)
 (1 lakh)
 Melbourne
 campus

Diploma in Bus - 280 Ausd
 Dip in IT - 6800 Ausd (200 Ausd application fee)

* Online class from Aus.

Students - with Gap (1-2) years no need for gap justify
 - felt less bond
 - Financial issue with take time
 - Global life books ache

February 13
 Monday

ATMC Degree - Aus govt approved b.
 * Upto 50% Scholarship

> Can go to any uni in Aus after this 1 year program
 → Course designed & Run by ATMC approved by
 WSU & Federation.

14 February 2023
 Tuesday

Visa Requirement - 5.5 for Aus

CDV - BRIS
 - IT/CS
 - Banking - Admin.
 - Project management
 - Master of Eng
 - Agriculture } Ba/Ms

February 15
 Wednesday

Sydney - Masters of Education
 UNSW, Torrens
 ↓
 online 1.5 years

Melbourne -
 Masters of Education
 Monash
 Deakin - UTS, UOW, Conventry / New Castle (from 36 weeks program)

10 February 2023
Friday
Amir

Father - Private Job (Main Salary - 65K) - 1 extra Has ten
- tax return, tax certificate

Asset - less / dead / rental
Debt - Joint
- contract / ten / less papers

Translate & Notarised
Khajana & Khafjan

February 11
Saturday

Nice - UTS, Wawa

Father - business - Trade licence, Tin rec
two years tax return papers & certificate, business acc & 6 months statement & solvency certificate

Mother of Edu - 2 years UNSW (tin)
Tongence - 1a hub
Melburn - 1a hub
Edu - Victoria 1a hub
Tongence - 1a hub

Job - Job exp, salary cert, lost 3 pay slip
bank 6 months salary statement, solvency cert

Top - Rec serv - 17,845 Auct UTS

08 February 2023
Wednesday
Rahim

FDP, savings - Kera name? How much?

Spouse - on legal monthly income

Job exp cert, salary cert, 3 months pay slip
6 month bank statement of salary statement, solvency cert, lost 3 pay slip

passport 10 years history, passport sponsored father travel

Father - tin, tax in Korea
→ not updated → last 2 years tax return & cert

Spouse - Father, Korea, Job (furniture factory)
Salary transaction bank

February 09
Thursday

FDP, savings - Mother
17 lak 18-19 lak
3 lak 3 lak
Bank

monthly 3 lak Bank as a

Asset - Rental - Bharu → mother
Name - Dad
Pakistani name part
err valuation kable hobe

Do - Send email to mom in
Send " " mom
Do application of Father in WSU
Do assessment for content
Do application for Nimmie in New Castle

06 February 2023
Monday
Need to do -

Arshil one for more app Western Sydney (AFEC) on la hub

Rahoben application - WSU (AFEC) on process

Arshil - UOW

Rahoben - UOW

Arshil - UOW

Todo → Friday

Arshil - WSU PFEFC

Arshil - WSU PFEFC

Rahoben - WSU PFEFC (on process)

February 07
Tuesday

To Do →

Application - Rahoben - UOW

Ekam Das - Do assessment & apply

Ragib Hasan - RMIT (AFEC) (Rmit form needed)

Arshil - AFEC (on process)

Mahmud Hasan - asked for his updated cv & certificates

Arshil GITE

Rahoben - need to write a letter to PFEFC

Musa - Ask for documents & apply GSP

Send Arshil's character to Tasnim Ape & student

Nimmie - Nimmie - HRM - Victoria (Melburn)
La hub, Suburban, Victoria
GSP

Sydney - UOW, Unit of Newcastle
GSP

04 February 2023
Saturday
Week Test -

CCP one created through PRIMS

Australia Day (26th January) - annual Public Holiday

Bank sheet

Bank Commercial

February 05
Sunday

6 lak
10% Bank → 3 month
locked
5% interest

Todo -

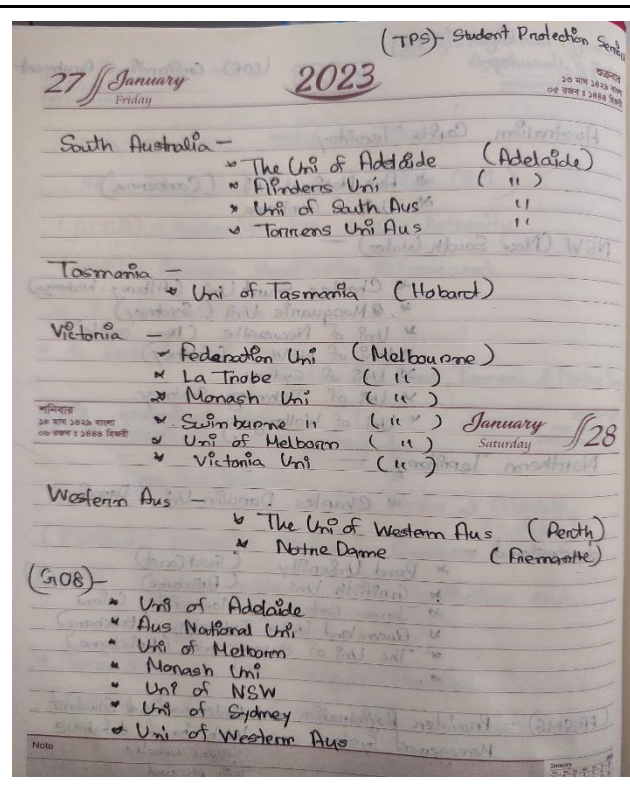
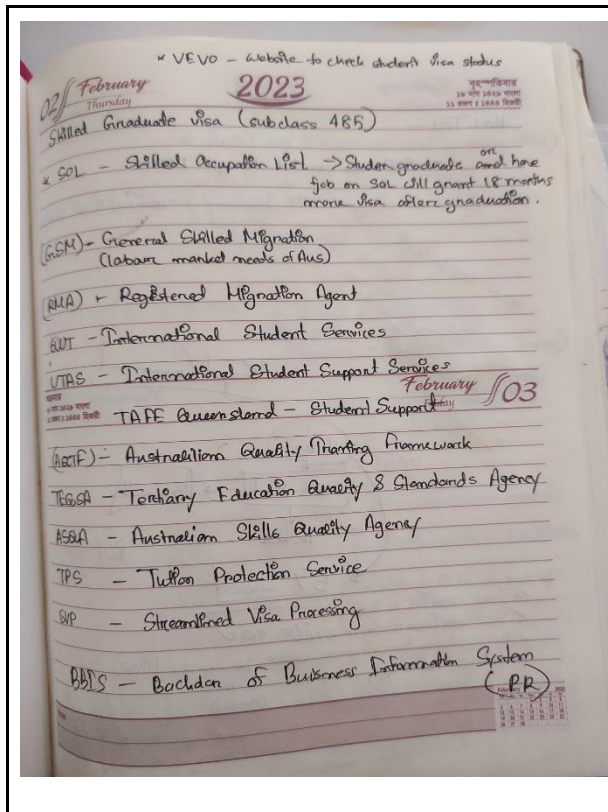
Send Checklist to Arshil

Send UOW form to Nimmie to New

Do application for Nimmie UOW, New castle (GSP)

Rahoben UOW app, GSP, call PFEFC (Monday)

need exp certificate & salary certificate



23 January 2023 (RMA) - Registered Migration Agent

Tel: 615-610, Toefel-530-570

RPL - Recognition of Prior Learning (RPL)

(ASQA) - Australian Skills Quality Authority

(AQF) - Australian Qualifications Framework

* 8 Vet Qualification

* 11 Australian Uni - Private - 3 (Bond, Torrens & Notre Dame)

Carnegie Mellon University College London } January 24 Tuesday
 None Aus University } Have Campus at Adelaide, (South Aus)

(ESOS) - Education Services for Overseas Student

(CRICOS) - Commonwealth Register of Institutions and Courses for Overseas Students
 (CRICOS course search)

* Tourist Visa - Can study for 3 months

(DHA) - Department of Home Affairs

Note

25 January 2023 (COE) - Confirmation of Enrolment

Australian Capital Territory -

* Aus National Uni (Canberra)

* Uni of Canberra

NSW (New South Wales) -

* Charles Sturt Uni (Albury-Wodonga)

* Macquarie Uni (Sydney)

* Uni of Newcastle (Newcastle)

* Uni of NSW (Sydney)

* Uni of Sydney

* Uni of Technology Sydney

* Uni of Wollongong

January 26 Thursday

Northern Territory -

* Charles Darwin Uni (Darwin)

Queensland -

* Bond University (Gold Coast)

* Griffith Uni (Brisbane)

* James Cook (Townsville, Cairns)

* Queensland Uni of Technology (Brisbane)

* The Uni of Queensland (Brisbane)

*

(PRISMS) - Provider Registration and International Student Management System -> Web based database
 Secure website with password

19 January Thursday 2023

DAB - Govt funded scholarship program for Post secondary institutions

RTP - Aus Govt. Research Training Program
govt funded for both domestic & overseas research based

PR paths -

Submit

① (EOI) Expression of Interest through SkillSelect online portal

② Then invited for - Relevant Permanent Residency Visa

③ Needs 65 points

④ If they are invite to apply for PR it needs to submit in portal within 60 days

(Skilled Independent Visa)
(45 age)
(skilled occ list)
(65 points)

January 20
Friday

21 January Saturday 2023

(OSHC) - Overseas Student Health Cover (A\$208 per year)

* All int stud & k-12 stu must study ELICOS registered school while studying in Australia.

→ Contact the state Department of Edu to apply k-12 school

Documents Required -

- ① valid passport
- ② OSHC
- ③ COF
- ④ meet the ATE requirement

January 22
Sunday

TEFF

Aus school - Govt. school (operated by Territory govt.)
Private school

ELICOS - English Language Intensive Courses for Overseas Studen.

CAF - Certificate in Academic English

(ASQA) - Quality Assurance in the VET System

Student apply for Visa Through Immigration Account

January 2023
Tuesday

30 days to 3 months for visa process

Student Visa Steps -

1. Immig Account
2. Upload documents (PDF)
3. Visa application fee (A\$620)

Temporary Graduate Visa (Subclass 485) (18 months to 4 years)

- ✓ Graduate Work stream
- ✓ Post Study Work stream
- ✓ Second Post Study Work stream

18

Bachelors or Masters - Two years
Research Master's - three "
PhD - 4 years

Post study visa

Cost of living average for an int stu - A\$21,041 per year.

NSW - most expensive city state
Vic - 2nd "
Queensland - 3rd "

Hobart, Canberra, Wollongong, Adelaide
effortable to live

15 January 2023
Sunday

Transcripts
Proof of graduation from year 12
Reference letters
Statement of purpose
passport
personal essays if needed
Skills, to let

(LOA) - Letter of Acceptance
(CoE) - Confirmation of Enrollment

IELTS - 6.5 (5)
PTE - 50-64

January 16
Monday

Application Deadline - 2 months before the start of academic term

Student Visa - Upto 5 years

Wait - 40 hours 2 weeks

Academic year - Feb to Nov

05 January
Thursday

2023

Saturday Subjects
PTF = Overall 58
each term 58

Aus - PT - Master & Bach
6.5/10th 6 - Western Sydney
Lithobe
Victoria Melbourne Camp
This year intact possible
(Oct - Nov intact)

Vic - Oct Intact

* Chords and - 13 year kana loghe
1 year bac kana loghe

* Study gap in undergraduate not a issue.
* But masters are more than 6 months will be
an issue.

* 6 months tuition fee needs to give be paid.

সোমবার
০৫ জানুয়ারি ১৪৪৩ বঙ্গাব্দ
১০ শ্রাবণ ১৪৪৪ বিক্রমী

January 06
Friday

PR Pathway

Enggmen
Business - Accounting
Teacher
Health
Dentist

Note

21 August
Monday

2023

সোমবার
০৬ অগস্ট ১৪৪৩ বঙ্গাব্দ
০৪ শ্রাবণ ১৪৪৪ বিক্রমী

June 6 event - (3-6) pm

* Study in Australia with pathway programs at UTS

UTS are opening a new pathway program
where students can do 1 year here in BD then go to
australia on 2nd year directly

* UTS teamed up with premium university in Chittagong

* It's Business major course

* per year 2 sem
* Running 1st year already

PR pathway

সোমবার
০৬ অগস্ট ১৪৪৩ বঙ্গাব্দ
০৪ শ্রাবণ ১৪৪৪ বিক্রমী

Total - 6 lac 400
→ 4 lac

August 22
Tuesday

* UTS is offering 40% scholarship to all students
* Good score can get upto 80% scholarship
* Lets is must no bond less than 6
* Hsc - 50% gpa → (2.5) is enough to apply
* Alerd - 2 to pass

* Bcz they are living & going to class here so they
can give bank statement & prepare financial statement
while doing 1st year

Friday 2023

Exam -

Benefits of IRP in Australia -

- 250 distinct languages
- relaxed, safe and multicultural society
- 26 of Jan - Australian Day
- Australia - least densely populated country in the world
- 20% Australians live in Sydney
- 60% - Capital

(NSW) Capital

State - New South Wales - Sydney - No region (living outside)

(VIC) Victoria - Melbourne - Not region area

(QLD) Queensland - Brisbane

(SA) South Australia - Adelaide

(WA) Western Australia - Perth

(TAS) Tasmania - Hobart

(NT) Northern Territory - Darwin

(ACT) Capital of Australia - Canberra - not region area (living outside)

Five States - Two territories

School - State government

AEF - The Australian Qualifications Framework

Masters yearly - 16, 17 lac depending on Universities

For MS

For students - can work for 48h in 2 weeks

February Intake - September doc submission

1 month before flying stand for Visa.

To apply for TR you have to move to Regional area.

Woolongon, Adelaide etc

Education & Teaching - 7.5

Double masters can be critical to apply for Australia.

Can't do double masters in same subject.

Universities - Perth - not suggested Tasmania

For Architecture - Swinburn best

Job experience 7 years hold 5 years abroad for masters.

Public Health - All over 6, each band 6.5

For social work subject - Need 3 years of experience each - 7.5, each band 7

If you have family over there we can't show it.

They won't give visa. That needs to be hide.

Just same source a hotel parabe na.

31 // August
Thursday

2023

Business acc - 6 month statement - solvent certificate - here paper
Job acc - 6 month statement

property - Titian, carbon copy, notary attach, CA evaluation

↑
x before GST submit his papers

* Recent Job NOC needed. (Work experience)
No objection Certificate

x Jodi dhan on property thaka - contract
Timen Certificate
bhoru aske jodi property
rent a thake

September // 01
Friday

x Bank statement - Bank a tk thakle hoba even after going
to abroad, Biz unit might check your
bank statement after landing.

Foundation - Partner of university, more subjects

Diploma - Limited subjects, provides qualification (Bus, IT)

For marriage verification - Need pic, ss, doc of marriage
relationship ss, prove, everything
If marriage is less than 5m

Note

02 // September
Saturday

2023

Agencies -

+ -> Client

For long studies
Grap 11th (10 years)
Gie G.R.K.

Telts - overall 6, each 5.5

Training Aus -

ACS - Australian Computer Society

Masters of Bus Analytics - No PR pathway } not ACS approved
Bachelor " " "

Business Analytics - No PR Pathways

Business Analyst - PR Pathways
(IT Related)

September // 03
Sunday

ACS accredited Course -> Jodi etai sub include na
thake / ACS acc approval na
thake po dite na

For Connecting -> Without Job experience skill assessment possible
after completing study you need to work
then skill assessment possible

Bac Mas
PIE - 54 overall 58 overall - each 52

Score 48 each

September 2023
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

04 September 2023
Monday

IT Counseling

(TR - Temporary Residence
PR - Permanent Residence

State wise depend kore student kore koton work experience logke.

485 visa pake

If section a you can't apply just after study of 2 years!
Work experience hbe 5 points Immigration a pabe.

মঙ্গলবার
১১ জুলা ১৪০০ বাংলা
১৯ আগস্ট ১৪৪৫ বিক্রমী

September 05
Tuesday

(AES approved na hole a/c student are extra course kore than job experience niye than PR en jomo apply kore pabe. Also PY kore hobe (Professional year) Professional year → combination of study & training

Engineer & Accountant - PY not necessary

IT → PY must regardless its on a/c approved or not

485 visa te move na kore you cant do PY.

Note

06 September 2023
Wednesday

2023

Google → PR points calculator

১১ জুলা ১৪০০ বাংলা
২০ আগস্ট ১৪৪৫ বিক্রমী

Area wise job exp time and change ho

NSW - no need

WS - "

Melbourn → Grants

NT - no need

SA - Grants

Deatien: Realy file - Priority → Visa approving → easy visa

competent English → each band 6

সুপ্রাভিন্দার
১০ জুলা ১৪০০ বাংলা
১৯ আগস্ট ১৪৪৫ বিক্রমী

Proficient

superior

→ " 7

→ " 8

September 07
Thursday

PI+D - Visa processing - (1500 and - 3000 and) depends on prob portfolio - (1000 and - 2000 and)
* needs universities supervisors jare under a thalbe
He needs to choose his own university & supervisors

Bank loan - 10% client, 90% Bank

10% Unimedge
senior change

Note

September 2023
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30



MSJ043

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Fariha Jahan

University ID: 191012001

Name of the Institute/Organization: Luminedge Bangladesh

Email: info.dhaka@luminedge.com.au

1. During a typical week, approximately how many hours did you dedicate to your internship?

I dedicated 40 hours a week as per my job requirement.

2. Was your internship paid? If yes, how much?

My internship was a paid full-time job. My salary was BDT30,000 / month

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all ☐ Slightly ☐ Moderately ☐ Quite a bit ☒ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO.	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	5
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	5
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	4
8	I have the ability to persevere in difficult tasks	3
NO.	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	5
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	4
12	I have the ability to communicate effectively	5
13	I have increased my ability to be a leader	4
14	I feel more connected to my community	4
NO.	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	4
16	I have broadened my critical thinking skills (reasoning, problem solving)	5
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	5
19	I have the ability to connect academic subject matter to the real world.	4
NO.	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialized technical skills for a specific job function	4
21	I broadened my future employment possibilities	4

22	I received an opportunity to explore a specific career	4
23	I developed realistic ideas about the work world	3
24	I narrowed my future possible career choices.	4
25	What is your average score from this test?	4.04

5. General Comments

I have progressed a lot in this corporate environment. I have learned a lot and the most important thing I learned from this sector of work is that Knowledge is everything.

Signature of Intern

PROFESSIONAL COMPETENCIES

Luminedge Bangladesh has given me the opportunity to work in a different sector and thrive. I have learned about the corporate world and education and how to be the bridge between the company and their client. I never thought that I would be able to get a paid internship or we can say full time job before my graduation. Luminedge Bangladesh has given me the opportunity. They believed in me and gave me the space to grow with them. Also, they promoted me to being a counselor and believed in me. I never knew I was capable of doing so many varieties of work before joining Luminedge Bangladesh. I never knew I am capable of handling and suggesting a student's future goal and career but I did it and did it with success.

Attitude:

- During my internship I had to work with many kinds of students who are eager for study abroad and I never knew how big of a dream this can be for some students.
- In Luminedge Bangladesh everyone was so helpful and humble towards me, I never knew that in the corporate world people can be this much helpful.
- Deadlines are very important in the corporate world and they should always be maintained.
- Respecting others' opinions is very important.

Skills:

- Communication is most important in the Education sector. The way of communication is the most effective thing in terms of any kind of campaign, ad, events.
- In their last Education Expo, I worked independently and I did very well and learned about event management and communication.
- In Luminedge Bangladesh while working there I gained the knowledge of dealing with corporate clients.
- I had a chance to develop my communication and negotiation skills.

Knowledge:

- I increase my understanding in how an education firm works and how their marketing ids done.
- I got to know about how sales are done and how to achieve target audiences attention with facebook contents.
- I have gained my knowledge in content making.
- My verbal communication skill is far better now than before.
- I got knowledge about different countries, especially Australia and its geography.

APPENDIX

Apart from my projects and responsibilities I helped with taking video shoots for others and gave sales to the language section as well. I helped with clients for other countries as well when their counselor was absent.



Image: With our University Portal Partner



Image: Receiving Certificate of Appreciation from the Country Director of Luminedge Bangladesh



Image: Celebrating our Country Director's Birthday at Luminedge Bangladesh



Image: Team Dinner of Luminedge Bangaldesh



Image: Team Huddles for the counsellors of Luminedge Bangladesh



Image: Visit from our Global Business Development Head, Diana Huertas



Image: Team Photo with our Global Business Development Head, Diana Huertas