

# Policy Internship FAQ

Last updated: 22/11/25

This FAQ has been designed to give you a clear picture of how our program works, what we expect, and whether the internship is the right fit for you. We want all applicants to come in feeling informed, prepared, and confident about what the experience involves. If you still have questions after reading through this document, please feel free to email us at [info@foreaustralia.com](mailto:info@foreaustralia.com), we're always happy to help.

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**Program dates: 24 February – 30 May 2026**

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## PROGRAM FORMAT

### Is the internship online or in person?

The internship is primarily online, with all core meetings, collaboration, and training delivered digitally through Google Meet, Slack, and Google Docs.

However, interns based in Melbourne also have the option to work in person from our coworking spaces in the Melbourne CBD and Brunswick. These in-person days are completely optional and can be arranged after you've accepted your offer.

### Is there an option to work in person?

Yes. If you're in Melbourne, you can opt-in to use our coworking spaces:

- **Melbourne CBD (CBD office space)**
- **Brunswick office (near Anstey Station)**

You can register for office days **after you have accepted your offer**.

### Do I have to attend the in-person office days?

No, they're entirely optional and offered to support connection and productivity.

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## AVAILABILITY & TIME COMMITMENT

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## How many days per week do I need to work?

You must commit at least **one full working day per week**, 9am–5pm AEDT/AEST, between **Tuesday and Saturday. 2+ days recommended.**

You may choose to work up to five days if you wish.

## Can I split my hours across multiple days instead of one full day?

Unfortunately no. You must complete **one uninterrupted 9am-5pm day AEST/AEDT (Melbourne time)** because key components of the program, team meetings, advisor reviews, feedback cycles, and handover, rely on real-time participation.

## Can I choose the day I work?

Yes. You will nominate your preferred day(s) during onboarding.

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# LOCATION & TRAVEL

## Can I apply if I live outside Australia?

No.

At this stage, the internship is only open to applicants who are living in Australia for the full duration of the program. This is because the role requires consistent availability during Australian business hours (9am–5pm AEDT/AEST).

## Can I travel during the internship?

Yes, provided you still:

- Attend your full working day(s) - 9-5pm AEST/AEDT
- Join all training days
- Maintain stable internet
- Have access to your laptop

If travel means you cannot meet the weekly requirement, you won't be able to participate.

## Can I work remotely from interstate?

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Yes, interns join us from all across Australia.

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## TECHNOLOGY REQUIREMENTS

### What equipment do I need?

You must have:

- A laptop or computer
- Reliable internet/Wi-Fi
- Video capability for meetings
- A Google account

### Is a webcam required?

Yes — you'll need your camera for meetings, partner calls, and feedback sessions.

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## TRAINING & ATTENDANCE

### Are the training days compulsory?

Yes. Training days for Summer 2026 are:

- **Sat 14 Feb — Online induction**
- **Sat 21 Feb — In-person meetups across major cities**
- **Sun 22 Feb — Online training**

These sessions ensure interns understand policy writing, research expectations, quality standards, and safety processes.

### What if I have a conflict on a training day?

Unfortunately, you must attend all three training days. Missing one may mean you cannot continue in the program. Please email before applying.

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## SUPPORT & SUPERVISION

### Who supports me during the program?

You will be guided by:

- A **Team Lead**
- A **Vice Team Lead**
- A **Policy Advisor**
- A **Mentor**
- Copyeditors
- The Executive Review team

This is a structured, highly supported program.

### Is the program self-directed?

Partially. You'll draft independently but are closely supported through daily meetings, advisor reviews, and peer collaboration.

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## SKILLS & EXPERIENCE

### Do I need prior policy experience?

No. Most interns have never written a policy brief before. We train you in everything you need to know.

### Do I need to be a university student to apply?

No, not at all. We love that our interns come from incredibly diverse backgrounds. Past cohorts have included: electricians, social workers, veterinarians, hospitality and retail workers, scientists, graduates and postgrads and more!

You do *not* need to be a uni student.

What matters is your curiosity, communication skills, and willingness to learn.

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## Is there an age requirement?

Yes — you must be **18 or older** at the start of the program. There is **no upper age limit**.

Although FORE is youth-led, we warmly welcome everyone. Diverse lived and professional experiences make the program stronger.

## Do I need to know how to use AI?

No — but you must be open to using AI-supported tools for research, drafting, and editing. We teach you how to use them effectively.

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# PROGRAM EXPECTATIONS

## What if I can't commit for the full program period?

Please do not apply.

You must be able to commit from **24 Feb to 30 May 2026**. We cannot onboard new interns mid-program.

## What if unexpected commitments come up?

Short-term leave is permitted if communicated, but you must still meet the minimum weekly requirements.

## What if I get sick?

Health comes first. Just follow our leave processes and communicate with your team lead.

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# APPLICATION PROCESS

## What are the application stages?

1. Expression of Interest (EOI)
2. Round 2 formal application (selected applicants only)

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## How competitive is the program?

Very. We receive **hundreds** of EOIs each round and onboard **80–100** interns per cohort.

## When will I find out if I'm successful?

Final offers will be released by **Thursday 29 January 2026**.

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## OTHER COMMON QUESTIONS

### Can I receive university credit for the internship?

Yes — many interns have done this successfully.

You will need to check the requirements with your university and complete their paperwork.

### Is the internship paid?

Not at this stage. FORE is an early-stage social enterprise still building capacity.

However, you gain:

- Practical policy-writing skills
- Stakeholder engagement experience
- A published portfolio
- A national network
- Mentorship and training
- Real-world policy exposure

### Will my work be published?

Most interns publish at least **one one-page brief** in **FORE's Bottom Drawer**, subject to meeting quality standards.

### Will I get a certificate?

Upon request, all interns who complete the full program can request a certificate.