



NAB



CSU's Faculty of Business has developed a workplace learning partnership with NAB to offer quality competitive placements for both internal and distance students.

Subjects/Session: **Session 1 (30):** ACC275, BUS220, BUS370
Session 2 (60): ACC275, BUS370

Specialisations: Banking, Finance, Accounting, Management or Business Studies

Locations: * Central West (Orange/Bathurst inclusive) (may be required at both locations): 1 position
Dubbo: 1 position
Lismore: 1 position

Availability: Total of 3 positions available: 1 @ each location above

All placements are structured around a well-developed itinerary which includes: orientation to the Business Banking Centre, completing NAB online training both face-to-face and in a virtual classroom, attending meetings and shadowing a variety of managers to learn and assist in many aspects of the banking and financial industry.

Please see pages below for a copy of the proposed itinerary.

How to apply

Complete [Form F: Authority to Disclose Information](#), and email along with a covering letter, a copy of your academic transcript and resume to: FOBJBS-WPL@csu.edu.au

Closing date

Refer to web page: [Closing Date](#)

Proposed Itinerary

Week 1

Day 1 – 5

- Initial introduction to the Business Banking Team & orientation to the Business Banking Centre (BBC) including meeting with a “buddy” for the duration of the students work experience.
- This induction will cover off on items such as an overview of how the NAB Business is structured, tour of the BBC, overview of the 2 week program and discussion of what roles they will be undertaking for the 2/4 weeks.
- Attending Monday Sales Meeting – these meetings are used to discuss general business items as well as reviewing how the business is tracking financially, what have been the successes for the past week what are the ‘need to know items’ for the week coming.
- Completion of Health & Safety induction checklist to ensure students are aware of OH&S and security procedures.
- Completion of mandatory online courses.
- Shadowing the local Business Bankers. The Manager’s role is to proactively manage customer relationships and meet their needs by providing full integrated financial service solutions. During the day the student will also have the opportunity to observe and participate in One-on-One sessions which are held with the individual relationship managers and their associates. These sessions are used to review portfolio financial performance, personal development opportunities and community/strategic initiatives within the business.
- Shadowing one of the Business Banking Associates. The associate’s role is to provide support to the Business Banking Managers. Some of the tasks that will be undertaken include:
 - Writing credit submissions for new lending proposals
 - Identifying sales opportunities in the portfolio & then proactively contacting clients
 - Organising and attending settlements on behalf of customers

Week 2

Day 1 - 5

- The week will be spent shadowing the local Business Banking Managers and Associates, which will include visiting a client which was identified via the planning tools the previous week and shadowing Bankers and Associates completing their normal business activity. Post the meeting the student will be able to help the Manager/Associate review the success of the meeting and look at any opportunities & issues that arose from the meeting.
- On the last day the Business Banking Executive will also set aside time to review the 2/4 weeks work experience and provide feedback.
- Throughout the program there will also be additional opportunities for the student to attend networking events with specialist, referral sources and clients, however these will be subject to the scheduled dates that students will be undertaking the work experience.