INFORMATION AND INSTRUCTIONS FOR SELF-SOURCED INTERNSHIPS

ICT PROFESSIONAL YEAR PROGRAM

Overview

A 'Self-Sourced Placement' is defined as an internship which is obtained by the student but is not their own employment. This placement type is subject to all host organisation and internship management requirements outlined in this document.

All Host Companies who are supporting a self-sourced placement must comply with ACS Due Diligence Requirements, including a Host Employer Suitability Assessment and a physical inspection of the workplace to ensure compliance with Work Health and Safety guidelines, and adherence to the ACS Host Organisation Code of Conduct.

Requirements:

1) All self-sourced internships must be approved before commencement of the PY Internship Component.
2) All self-sourced internships must be relevant to a students' principle course of study and incorporate practical work applicable to their field of study, while aligning with an ICT-related ANZSCO occupational code.
3) The self-sourced internship must aim to provide a practical experience in the workplace, based on a personalised training plan and a formal agreement between the Student, Host Company and ATMC.
4) To enter the internship component of the Program the Student must:
   a. have successfully completed all classwork
   b. agree to the self-sourced internship vetting and approval process and minimum requirements.

Host Company Minimum Criteria:

The below company attributes are not permitted when approving a self-sourced placement request:
- Sole trader or partnership,
- Migration or visa agency,
- Any organisation currently hosting two or more PY interns, or
- Absence of a structured ICT department or a minimum of 3 paid ICT employees.

Host Company shall fulfill the following requirements:

a. Be a legally registered company or entity with an ABN/ACN; listed on all internship documentation
b. Have the appropriate resourcing and infrastructure to support a quality internship placement, including at least one paid ICT staff member with the appropriate level of qualification or experience to support an ICT intern.
c. Support and provide the placement experience relevant to a student's professional field of ICT expertise, though does not necessarily need to be an ICT-based company

d. Provide a workspace or office suitably located and accessible, professional office or shared workspace. Home offices are not permitted under any circumstances.

e. Agree to the Terms & Conditions of the ACS Professional Year Program Internship Component, as contained within placement documentation generated by ATMC.

f. Ensure that there is a dedicated and appropriately qualified supervisor (nominated prior to internship commencement and listed on the Self-Sourced Internship Agreement).

g. allow access to the workplace for inspection from time to time by ATMC or their nominated representative.

h. agree for ATMC representative to conduct a site inspection visit and ongoing reviews during the internship.

Internship Minimum Criteria:

1) The Student must demonstrate that they are predominately doing ICT-related tasks.
2) The minimum duration and intensity during the internship are as follows:
   a. a minimum of 240 hours of work experience
   b. a minimum of 12 weeks duration
   c. a minimum of 24 hours per week and maximum of 37.5 hours per week
3) ATMC or appointed Third-Party Provider's Placement Consultant has permission to conduct site inspection of the office as part of compliance check requirements.

Documents required:

To nominate the Self-Sourced Internship for the PYP internship component, the Student must provide the following documents:

1) **Self-Source Internship Agreement & Training Plan**: It is tailored to outline the scope and responsibilities of the role. The Training Plan acts like a Position Description.
2) **Host Company Annual Terms & Conditions:** It outlines the terms and conditions of engagement over a 12-month period.
3) **Host Company OH&S Checklist:** It is completed for OH&S purposes once a site inspection is conducted and is also valid for 12months.
4) **ACS PY Host Organisation Code of Conduct**
   Provide an organisational chart with staff names, job titles, and relevant ANZSCO codes must be provided as substantiation of appropriate ICT infrastructure within a self-sourced host company.

Please note that Self-Sourced Internship dates MUST align to:
a. the commence the internship after the date of student in-class course completion
b. Meets minimum duration requirements

ATMC or its Third-Party Provider reserves the right to request information to examine, review and, potentially, decline any self-sourced placement.

Documentation submission:

The Student must compile all required & completed documents and return them by email to the assigned Internship Placement Consultant by the due date (as advised by ATMC) with the following requirements:

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Australian Technical and Management College Pty. Ltd. as trustee for Australian Technical and Management College Trust
Trading as Australian Technical and Management College
Telephone: +61 3 8327 3100 / Email Address (Melbourne): pyinternship_melb@atmc.edu.au / Email Address (Sydney): pyinternship_syd@atmc.edu.au
Website: www.atmc.edu.au
ABN: 73 130 044 745   RTO No: 22158   CRICOS: 03013D

1) Subject: Self-Sourced Internship Documents – [Student Full Name] [Student ID]
2) The document must be in PDF. Documents received in another format will not be accepted.
3) Each document must be attached to the email separately using the correct naming format. i.e. [Student Full Name] [Student ID] Self-Sourced Internship Agreement & Training Plan.

Review and approval process:

1) All necessary documents must be received before ATMC or its Third-Party Provider commence the vetting process. The Student must provide all documents by the deadline provided by the ATMC Internship Placement Consultant. Late submission fees will apply.
2) ATMC will review the Self-Sourced Internship documentation, verifying that the Host Company meets the minimum criteria, and the internship placement is suitable for the ACS PYP requirements.
3) ATMC will conduct a site inspection visit to the Host Company after receiving all self-sourced internship documents.
4) Once all checks have passed requirements, the self-sourced internship will be approved to serve as PYP internship.

IMPORTANT:
- It will take up to 6 weeks for document submission, review and for the site inspection to be conducted.
- Delay in submitting your Self-Sourced Internship documents, will affect your internship component start date and as a result, late submission fees will be applied and your PY graduation will be delayed.