

# INFORMATION AND INSTRUCTIONS FOR NOMINATING OWN EMPLOYMENT

## ICT PROFESSIONAL YEAR PROGRAM – INTERNSHIP COMPONENT

### Overview

An 'Own Employment Placement' is defined as a student nominating their own paid ICT employment to fulfill the requirements of the internship component of the PY program. This pathway type is subject to approval from ATMC pending the provision of documentation from the student to substantiate the nominated employment.

According to the ACS Internship Framework, the student may use current paid employment as their internship pathway if ATMC deems the position and employer are suitable. The employer must meet the minimum criteria and requirements as specified in this document.

All employers who are supporting the nominated Own Employment must comply with ACS Due Diligence Requirements. Adherence to these requirements will be assessed by the ATMC Internship team upon provision of the requested own employment documents, which are outlined below.

### Requirements:

- 1) All nominated Own Employment must be approved before commencement of the PYP Internship Component.
- 2) The Own Employment pathway aims to provide students with paid ICT jobs the opportunity to nominate their existing employment for vetting. The approved Own Employment pathway must be validated by a formal agreement between ATMC and the student.
- 3) To enter the internship component of the Program the Student must:
  - a. have successfully completed the classwork component, including all assessments.
  - b. agree to the Own Employment vetting and approval process and minimum requirements.

### Minimum Criteria for Employers

Employers 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. Ensure that there is a dedicated and appropriately qualified supervisor (nominated prior to internship commencement and listed on the Own Employment Internship Agreement).

## Own Employment 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 component are as follows:
  - a. a minimum of 250 hours of work experience
  - b. a minimum of 12 weeks in duration
  - c. a minimum of 21 hours per week

## Documents required:

To nominate the Own Employment for the PYP internship component, the student must provide the following documents:

- 1) **Provide a Job Description which must include:**
  - Student's job title
  - Outline of tasks performed in the student's role (these tasks must be aligned and corresponding with an ICT-related ANZCO occupational code).
  - Must be presented on company letterhead, branding or logo (including signature from your supervisor to verify validity). **Note:** If the letter does NOT contain company branding, then it must be demonstrated that the contract or offer has been sent to the student from an email address linked to the company's web domain and contains an email signature that lists the company representative name and contact details.
- 2) **Provide a formal Employment Contract or Letter of Offer, which must include:**
  - Student's full name
  - Student's residential address
  - Employment start date
  - Employment end date (if temporary role)
  - Position Title
  - Salary or hourly rate
  - Working hours (FT, PT, Casual, or Contract)
- 3) **Provide copies of Payslips**
  - If currently employed, the student must provide payslips to substantiate their employment over the most recent 6-week period.
  - If employment has not yet commenced, a letter of offer/signed contract, may be provided in lieu of payslips, however, payslips substantiating employment for the first 6 weeks of the internship period must be collected during the Mid-placement Review.
  - Prior to the end of the placement period, payslips for the entire internship period must be provided prior to the student being marked Competent in the internship component.
- 4) **Submit the "Own Employment Internship Agreement" form.**
  - The link to this online form will be provided by the Internship team when a student nominates their own employment.

#### 5) A copy of the company's WHS policy.

- The student may submit the company's WHS Policy to meet Workplace Health & Safety requirements.
- ATMC may request to undertake a site inspection of the employer with prior consent from the student if we feel that it is necessary.

*ATMC have the right to ask for any additional documents required to support the Own Employment assessment process.*

#### 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 advised by ATMC, with the following requirements:

- 1) The documents must be in PDF format. Documents received in another format will not be accepted.
- 2) Each document must be attached to the email separately using the correct naming format. i.e.  
*Student ID Student Full Name Job Description*

#### Review and approval process:

- 1) All necessary documents must be received before ATMC commence the vetting process. The student must provide all documents by the deadline provided by the ATMC Internship Placement Consultant. Late submission will result in a warning notification as per ATMC PY Warning Issuance Guidelines.
- 2) ATMC will review the Own Employment documentation, verifying that the employer meets the minimum criteria, and the position is suitable for the ACS PYP requirements.
- 3) Once all checks have been completed, the nominated Own Employment will be approved to serve as PYP internship component.
- 4) Please note that upon successful vetting and confirmation, Own Employment PY internships may only commence after the student has met all eligibility requirements, inclusive of the two-week scheduled break and/or marking period.

#### IMPORTANT:

- **It may take up to 8 weeks for document submission and vetting to be conducted.**
- **Delay in submitting your Own Employment documents will affect your PY program. As a result, the following outcomes can be applied:**
  - **Delay of your internship component start date**
  - **Deferral/delay of your ACS Professional Environments Online course commencement**
  - **Late internship placement and administration fees payable**
  - **Delay in your PY graduation date**
  - **Cancellation of your PY enrolment**