

INFORMATION AND INSTRUCTIONS FOR STUDENT GENERATED LEADS

ACS PROFESSIONAL YEAR PROGRAM

Overview

Students will be given the opportunity to provide host company leads to the ATMC PY Internship team. Due to the extensive vetting and selection process required, ATMC requires students to submit company details and lead documents prior to pre-placement interviews (by Week 22 of the PY program).

Requirements:

As part of the host company lead process, students must:

- Provide host company name and key contact details
- Acknowledge that ATMC does not guarantee approval nor consideration of any internship opportunities with the nominated host company
- Disclose the relationship to the host company and/or potential internship opportunity
- Provide details of any potential role (e.g., paid or unpaid, how it was sourced)
- Acknowledge ATMC's responsibility to complete due diligence requirements

Note: The documents and student responses will be reviewed and discussed during the pre-placement interview providing more context and next steps for the placement journey.

Host Company Minimum Criteria:

The below company attributes are not permitted when reviewing student generated leads:

- 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 company must demonstrate that the student will be performing predominately ICT-related tasks (the internship role must align to the nominated ANZSCO code).
- 2) The minimum duration and intensity during the internship are as follows:
 - a. a minimum of 250 hours of work experience
 - b. a minimum of 12 weeks duration
 - c. a minimum of 21 hours per week and maximum of 37.5 hours per week
- 3) ATMC has permission to conduct site inspection of the office as part of compliance check requirements.

Documents required:

To commence the vetting and selection process, the company must provide the following documents:

- 1) **ACS Host Company Agreement & Internship Training Plan:** This provides all necessary information about the host company and ensures that they agree to the terms & conditions and ACS code of conduct. The Training Plan section acts like a Position Description.
- 2) **A copy of the current company organisational chart:** This is a diagram that shows the structure of an organisation and the relationships and relative ranks of its parts and positions. Companies should provide a chart with job titles, reporting lines, and (preferably) employment type (FT/PT/CT) to ensure companies have adequate supervision and capacity to support intern(s).
- 3) **Annual Site Inspection Form:** This is completed by the ATMC Internship team during the physical site inspection of the host company's office.

ATMC reserves the right to request information to examine, review and, potentially, decline any host company nominated via student generated lead.

Review and approval process:

- 1) All necessary documents must be received before ATMC can commence the vetting process.
- 2) ATMC will review the required 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 required documents.
- 4) Once all checks have passed requirements, the company will be approved to host ATMC PY interns.

IMPORTANT:

- It will take up to 6 weeks for document submission, review and for the site inspection to be conducted.
- Delay in submitting student generated leads by Week 22 of the program, will affect your internship component start date and as a result, late submission fees can be applied and your PY graduation will be delayed.