

INFORMATION AND INSTRUCTIONS FOR REMOTE OR REGIONAL INTERNSHIP (APYP)

Overview

Location considerations:

- a) **Remote Placement:** A placement located greater than 100km from the enrolled ATMC campus.
- b) **Regional placement:** Any placement undertaken in another state/region in which ATMC does not deliver

ATMC is not required to source an internship placement for a student who wishes to relocate to a remote or regional location in which ATMC does not deliver the PY program.

Students may nominate to use their own employment in remote or regional location to be served for PY Internship component. Request for remote or regional internship must be notified to ATMC at least 8 weeks prior to the student's internship commencement or unless approved by your IPC. This is mandatory to allow sufficient time for ATMC to complete vetting and assessment for the student's internship approval on time the student's scheduled internship start date.

Regardless of whether the placement is local, remote, or regional, the requirement and procedure of own employment internship remain the same.

Internship Requirements:

- 1) All Own Employment internships must be approved before the commencement of the PY Internship Component.
- 2) The Own Employment 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.
- 3) To enter the internship component of the Program the Student must:
 - a. have successfully completed all classwork
 - b. agree to the own employment internship vetting and approval process and minimum requirements

Host Company Minimum Criteria:

Host Company shall fulfill the following requirements:

1. be a registered company with an ABN/CAN
2. be large enough to be able to provide the training required
3. Appoint a suitably qualified staff member who has at least three years of supervisory experience in an accounting role to supervise the intern
4. Provide access to a member of a recognised accounting or financial institution for mentoring purposes
5. Host companies with less than 10 employees must not have more than two PYP interns at any one time

6. Where a host company has 10 or more employees, supervisors must not have more than two PYP interns reporting to them at any one time
7. agree to the Terms and Conditions of an Own Employment Internship Agreement, understand the aim, purpose, and outcomes, and commit to the training process
8. be a suitably located and accessible professional office (not a home office)
9. does not necessarily need to be an accounting company, but must have an accounting infrastructure to support and provide relevant experience for the participant
10. allow access to the workplace for inspection from time to time by ATMC or their nominated representative
11. agree for ATMC representative to conduct a site inspection visit and ongoing reviews during the internship
12. Payment or incentives must not be exchanged between any party to secure an internship
13. Education or Migration agent companies are not acceptable as host companies

Own Employment Internship Minimum Criteria:

- 1) The Student must demonstrate that they are predominately doing Accounting-related tasks.
- 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

Own Employment Documents required:

To nominate the Own Employment for the PYP internship component, the Student must provide the following documents. The documents **must** be in PDF format. Other formats will **not** be accepted.

- 1) Fully complete and sign “Own Employment Internship Agreement” form.
- 2) Provide a valid Job Description which must include:
 - The Company Letterhead (including a signature from your supervisor to verify validity)
 - Must show job title
 - Must outline tasks performed in your role. These tasks must be suitable for an Accounting internship related to your qualifications
- 3) Provide Employment Contract signed by relevant parties (on company letterhead)
- 4) Three (3) most recent payslips

ATMC or its Third-Party Provider reserves the right to request any additional information to examine, and review for own employment assessment.

Additional fees:

As per our ATMC PY Internship policies, students seeking to undertake a remote/regional internship will be liable to pay additional costs arising from travel to and from the remote/regional location for the purposes of vetting, arranging, and monitoring the remote internship placement.

The costs of remote location internships are related to travel expenses and any other costs associated with a physical site inspection visit.

Please note that you are required to pay the additional costs by the due date outlined by your IPC. Additional fees can vary between \$300-\$500 + GST depending on your internship location.

All incurred fees must be paid upfront prior to the completion of the site inspection. Any delay in the payments and submission of internship documentation will affect the Internship Start Date and separate late placement fees will apply as outlined in the ATMC Intern Placement Procedure.

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 Own Employment documentation, verifying that the Host Employer meets the minimum criteria, and the position is suitable for the Accounting PYP requirements.
- 3) ATMC will conduct a site inspection visit to the Host Employer after receiving all Own Employment documents.
- 4) Once all checks have passed the requirements, the Own Employment internship will be approved to serve as the PYP internship component.

IMPORTANT:

- It will **take up to 8 weeks** for document submission, review and for the site inspection to be conducted.
- Delay in submitting your Own Employment documents, will affect your PY Program. As a result, the following outcomes may apply:
 - Delay of your Internship Start Date
 - Late internship placement and administration fees payable
 - Delay in your PY graduation date
 - Cancellation of your PY enrolment