

INFORMATION AND INSTRUCTIONS FOR OWN EMPLOYMENT PLACEMENTS

ICT PROFESSIONAL YEAR PROGRAM

Overview

An 'Own Employment Placement' is defined as an internship sourced by a student which utilises their paid ICT employment. This placement type is subject to approval from ATMC pending the provision of documentation from the student to substantiate the employment.

According to the ACS Internship Framework, the Student may use current paid employment as their internship component 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 an Own Employment placement must comply with ACS Due Diligence Requirements, including a vetting of the company and a physical inspection of the workplace to ensure compliance with Work Health and Safety guidelines. This must be conducted face- to-face by ATMC and completed prior to internship component commencement.

Requirements:

- 1) All Own Employment must be approved before commencement of the PYP Internship Component.
- 2) The Own Employment aims to provide a practical experience in the workplace, based on the job description and a formal agreement between the Student 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 vetting and approval process and minimum requirements.

Employer Minimum Criteria:

The Employer shall fulfill the following requirements:

- a. Be a legally registered company or entity with an ABN/ACN; listed on all own employment documentation.
- b. Have the appropriate resourcing and infrastructure to support a quality placement, including at least one paid ICT staff member with the appropriate level of qualification or experience to support an ICT employee.
- 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 component commencement and listed on the Own Employment Internship Agreement).
- f. If required, allow access to the workplace for WHS inspection by ATMC or their nominated representative.

- g. Agree for ATMC representative to conduct a WHS site visit.

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 are as follows:
 - a. a minimum of 240 hours of work experience
 - b. a minimum of 12 weeks duration
 - c. a minimum of 20 hours per week and maximum of 37.5 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 or Training Plan which must include:
 - Must show job title
 - Must outline tasks performed in your role
 - These tasks must be aligned and corresponding with an ICT-related ANZSCO occupational code
 - Must present the 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:
 - Position title
 - Employment start date
 - Salary or hourly rate
 - Working hours (full-time/parttime/casual/contract or temp).
 - Present the company letterhead, branding or logo
- 3) Fully complete and sign "Own Employment Internship Agreement" form.
- 4) Three (3) most recent payslips

Please note that your Own Employment 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 have the rights to ask for any additional document 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 (as advised by ATMC) with the following requirements:

- 1) Subject: OE 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] Own Employment Internship Agreement.

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 Employer meets the minimum criteria, and the position is suitable for the ACS PYP requirements.
- 3) ATMC may conduct a site visit to the Employer after receiving all Own Employment documents.
- 4) Once all checks have passed requirements, the Own Employment will be approved to serve as the internship component of the student's PYP.

IMPORTANT:

- It will take up to 8 weeks for document submission, review and for the site visit 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 start date
 - Late internship placement and administration fees payable
 - Delay in your PY graduation date
 - Cancellation of your PY enrolment