

INFORMATION AND INSTRUCTIONS FOR REMOTE OR REGIONAL INTERNSHIP (ACS)

Overview

Location considerations:

- a) **Remote Placement:** A placement located greater than 60km 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 region in which ATMC does not deliver the PY program.

Students may nominate to use their own employment internship 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 student's internship commencement or unless approved acceptance 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 remains the same.

**Self-Sourced unpaid internship is not permitted for remote or regional location.*

Internship Requirements:

- 1) All internships must be approved before commencement of the PY Internship Component.
- 2) Own employment Internships must be relevant to a students' principal course of study and incorporate practical work applicable to their field of study, while aligning with an ICT-related ANZSCO occupational code.
- 3) 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 an internship placement request:

- Sole trader or partnership,
- A business who is a migration or visa agency OR has an association with migration/visa agency
- A home office business
- 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) Your own employment internship 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.

Own Employment Documents required:

1. **Own Employment Internship Agreement.** An agreement of terms and conditions between ATMC, student and host company.
2. **A Job Description or Training Plan** which must include:
 - Job title
 - Outline tasks performed in your role. These tasks must be aligned and corresponding with an ICT-related ANZCO 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.
3. **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

4. Three (3) most recent payslips

ATMC or its Third-Party Provider reserves the right to request any additional information to support approval/rejection of own employment placement.

Documentation submission:

Students 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: Own Employment 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.

Additional fees:

As per our ATMC PY Internship policies, students seeking to undertake a remote internship will be liable to pay additional costs arising from travel to and from the remote 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 cost associated with a physical site inspection visit.

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

All incurred fees must be paid upfront prior to completion of 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 Internship documentations, verifying that the Host Company meets the minimum criteria, and the internship placement is suitable for the ACS PYP requirements.
- 3) ATMC to establish associated additional cost for assessment of internship. ATMC will issue an invoice with due date for payment to be made.
- 4) Once payment is made, ATMC will conduct a site inspection visit to the Host Company
- 5) Once all checks have passed requirements, own employment or self-sourced internship will be approved to serve as PYP internship.

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 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.
- Self-Sourced unpaid internship is not permitted for remote or regional locations.