

INFORMATION AND INSTRUCTIONS FOR OWN EMPLOYMENT INTERSHIPS

ACCOUNTING PROFESSIONAL YEAR PROGRAM

Overview

An 'Own Employment Placement' is defined as an internship sourced by a student which utilises their existing or future paid Accounting 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 APYP Internship Framework, the Student may use current paid employment as their internship if ATMC deems the position and Host Employer are suitable. The Host Employer must meet the minimum criteria and requirements as specified in this document.

Requirements:

- 1) All Own Employment internships must be approved before commencement of the PYP Internship Component.
- 2) The Own Employment internship aims to provide a practical experience in the workplace, based on a personalised training plan and a formal agreement between the Student, Host Employer 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.

Host Employer Minimum Criteria:

Host Employer shall fulfill the following requirements:

- 1) be a registered company with an ABN/ACN
- 2) be large enough to be able to provide the training required
- 3) at least one senior staff member must be a member in good standing of one of the Professional Accounting Bodies - CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) and the Institute of Public Accountants (IPA)
- 4) have the capacity to nominate a suitably qualified accounting supervisor
- 5) supervisors must not have more than two Accounting PYP interns reporting to them at any one time
- 6) agree to the Terms and Conditions of an Own Employment Internship Agreement, understand the aim, purpose, and outcomes, and commit to the training process
- 7) be a suitably located and accessible professional office (not a home office)
- 8) does not necessarily need to be an accounting company, but must have an accounting infrastructure to support and provide relevant experience for the participant
- 9) allow access to the workplace for inspection from time to time by ATMC or their nominated representative
- 10) agree for ATMC representative to conduct a site inspection visit and ongoing reviews during the internship

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 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) Fully complete and sign "Own Employment Internship Agreement" form.
- 2) Provide a valid Job Description which must include:
 - The Company Letterhead (including 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
- 4) Three (3) most recent payslips

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 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 requirements, the Own Employment 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 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**