

INFORMATION AND INSTRUCTIONS FOR REMOTE OR REGIONAL INTERNSHIP (APYP)

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 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 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 locations.***

Internship Requirements:

- 1) All internships must be approved before commencement of the PY Internship Component.
- 2) 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:

The below company attributes are not permitted and will not meet PY requirements for approval:

- Sole trader or partnership,
- A business that is a migration or visa agency or have an association with a migration/visa agency,
- A home office business
- Any organisation currently hosting two or more PY interns, or
- Absence of a suitably qualified accounting supervisor and a senior staff member with membership in good standing of the Professional Accounting Bodies (CPA, CAANZ, IPA).

Host Company 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

Internship Minimum Criteria:

- 1) Your own employment internship 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 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 suitable for an Accounting internship related to your qualifications.
 - 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/part-time/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 examine, and review for own employment assessment.

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/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 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 fees can vary between \$300-\$500 + GST depending on your internship 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 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.