

ATMC Professional Year - Internship Framework

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1. Purpose and Scope

The purpose of this document is to provide a fair, equitable framework and procedure for the Internship component of the PY program at ATMC.

This framework applies to all internship placements undertaken by participants of Professional Year Programs as a requirement of their course. Additional requirements for placements undertaken in remote and regional areas are included in the ATMC PY Remote Placement Procedure.

2. Policy

2.1 Provision of information

Participants are provided information on the Internship phase of their course prior to enrolment, during the participant orientation process, in the Student Handbook, and in the LMS (Moodle) and on ATMC PY Website.

2.2 Internship arranged by ATMC PY.

All Internships arranged by ATMC PY will:

- Commence after completion of any coursework components of a program. This includes approval of Course Completion Form (CCF), signed by the PY Trainer and the participant and completion of week 32 VEVO check.
- Include an agreed Training Plan where the specific training outcomes are determined and monitored.
- Be supervised by a Host Company mentor who can assist the intern to achieve all elements of the Training Plan.
- Be a supernumerary in the role – i.e., not taking a role that would be normally expected to be filled by a paid employee (e.g., not having an intern to do the company IT when there is no IT person employed).
- Have no formal ‘employer-employee’ relationship established, including Workers Compensation cover, which is provided by ATMC PY.
- Not extend beyond the agreed period as stipulated in the Provider Agreements. See Appendix A.
- Be at a Host Company which meets the benchmarks as detail in Appendix D.
- Directly relate to the participant’s qualifications. ACS and APYP would consider the primary role functions as acceptable as long as it can be aligned to one of the ICT and Accounting ANZSCO Codes. Interns should not be regarded as the ‘junior employee’ and required to do tasks such as coffee making, photocopying, lunch area cleaning, etc. Interns will also work a normal roster such as other staff would be assigned.
- Be with host companies who are highly supportive of the intern role, an organisation that has a ‘revolving door’ of interns will be monitored closely to ensure the intern role is not being used as a de facto employment role whereby a permanent paid role should be in place.
- Host Companies may provide support during an unpaid internship which might include specific things such as an accommodation allowance, meal allowance, travel allowance or similar. These are not regarded as ‘payment’, but also need to be in-line with expected expense reimbursement.

Note: Remote location Internships will follow the processes as outlined in Appendix C.

2.3 ATMC Professional Year Programs

The Professional Year Program (PYP) is a DHA gazette program, introduced to mitigate some of the key skills shortages in Australia. The program is a 44-week course designed to bridge the gap between university and a career for Accounting and IT graduates (to be completed in a maximum period of time of 52 weeks; this may be subject to extension upon governing bodies approval). The program runs for 44 weeks and is split into 32 weeks of theoretical knowledge (part-time study) followed by a 12-week unpaid internship. Upon successful completion of the program, graduates may be eligible for migration points.



3. Definition and abbreviation

ATMC	Australian Technical and Management College
IPC	Internship Placement Consultant
Host Organisation	a professional, industry, government or community partner that provides participant placement opportunities for participants of ATMC at the host organisation's premises or in work-related activities offsite.
OE	Own Employment
SS	Non-Employment Self-Sourced Internship by Participant
IP Assessment	a learning or assessment activity in a professional or business workplace or community setting or creative practice which may be paid or not paid, in Australia on-site or online and includes ATMC PY Interns.
PY	Professional Year Program
SMS	Participant Management System
IC	Internship Coordinator
HPY	Head of Professional Year
OCM	Operations and Compliance Manager
DHA	Department of Home Affairs
WHS	Work Health and Safety

4. Procedure

4.1 Internship placements

ATMC PY program participants may be placed into Internship under several sourcing methods including:

- **ATMC Placement** *A placement provided and arranged by ATMC Internship Placement Consultant.*
- **Own Employment Placement** *Participant may utilise their existing paid job related to their field of study for PY Internship component. All OE placements must be vetted and approved by an ATMC IPC.*
- **Self-Sourced Placement** *An unpaid internship placement that is sourced by the student. All Self-Sourced placements must be vetted and approved by an ATMC IPC.*

4.2 Student Participation requirement with Internship placement

- At week 20 of the PY Program Coursework, participants will be engaged by ATMC internship team via email to start planning for their internship placement. Students will be provided the opportunity to discuss their circumstances and select the suitable placement method applicable to them.
- In support to ensure that students will complete their program as outlined in their course plan, students will need to commit to their selected placement plan at week 20. Any changes to their placement plan can be:
 - Rejected by their IPC.
 - Or if accepted, can incur additional fees to adjust their course plan. Fees and charges are outlined in **Student's Internship Variation Form**.
- Students must respond and provide all requested documentations by IPC. Students who fail to do so will be considered as non-compliant and consequences will apply.

4.3 Placement Procedure

4.3.1 ATMC Seeking Student Placement



4.3.1a Participant Preliminary interview (Pre-placement Interview)

- IPCs will conduct a preliminary face-to-face interview with participants. Allowing the IPCs to assess participant's communication and interview skills, to go over resumes, suggest improvements, understand the participant's internship preference, work background and technical skillset
- This commences between Week 22-24 of the student's course program.
- IPCs will complete the pre-placement questionnaire and record this against the student's Management System file.
- Each participant will be allocated an Internship Placement Consultant (IPC), who will:
 - Advise participants to treat the preliminary interview like a formal interview, including being dressed appropriately, be on time, etc.
 - Provide participants with feedback on areas for improvement.
 - Will consult with the participants to achieve a suitable internship placement.
- The Participant has the option to choose the internship opportunity if they have more than one internship offer during the placement process.
- A participant may only reject an internship interview or opportunity via a request in writing. The request must outline reasonable and valid reasons as to why they do not wish to proceed with the proposed internship. The request will be initially assessed by their IPC for an outcome. Should the IPC not be able to conclude an outcome, the request will then be escalated to the Internship Coordinator and/or Operations & Compliance Manager. If the request is approved, the participant should be given other interview opportunities. If any disputes arise around such issues, it will be escalated and managed by the Internship Coordinator or Operations & Compliance Manager as appropriate.
- Participants who refuse internship interviews or appropriate placement opportunities, without compassionate or compelling circumstances, will be deemed as non-compliant to the PY program requirements and may receive a letter of intention to cancel the enrolment.

4.3.1b Short Listing:

- Prospective Host Companies will be sent a shortlist of suitable internship candidates' resumes by the IPC to enable them to identify whom they wish to interview.
- Information provided to prospective Host Companies may include resume; Academic transcript or other proof of qualification; proof of working rights, personal details including name, address, email, and phone contact information.

4.3.1.c Interview with Host Company

- Students will be arranged interview/s with Host Company for internship selection prior to internship placement acceptance.
- Students are required to accept all Host Company interviews and opportunity provided that the role is:
 - Host Company meets ATMC HC selection requirement.
 - The opportunity is relevant to their field of study.
 - Within 90 mins or 60km travel distance from the student's ATMC registered campus.
- Participants will be advised to treat the Host Company Internship interview like any formal job interview.
- Participants should ensure that they dress appropriately and arrive on time.
- Where a participant is unsuccessful, they must be given feedback on their interview, given coaching, if required, and shortlisted to further companies
- IPCs will arrange **up to 3** internship interviews for each participant. Should the student fail all 3 interviews with appropriate coaching and feedback provided, a face-to-face meeting (or online) will be arranged with their IPCs, Internship Coordinator and/or Operations & Compliance Manager to discuss the student suitability to complete the PY program.
- Interviews, both successful and unsuccessful should be logged in the participant management/internship placement section.

- Note: participants are not required to purchase their own equipment/resources as part of the pre-internship placement process should they be required by the Host placement company. However, any additional licenses that a host company might require as an “essential” at the shortlisting stage are the participant’s responsibility to source.

4.3.1d Acceptance and placement of Internship

- Once a student is successful for acceptance of internship by host company, it will be negotiated and agreed on an internship start and end date as well as the working days and hours of the internship duration.
- IPC will complete an Internship Agreement which outlines all agreed conditions prior to commence of student internship placement. This agreement will be signed by all parties; Student, Host Company and ATMC.
- Student will also be provided with a Training Plan that will stipulate their task and duties during their internship placement.
- Once placement details and documentations are all completed, student will be informed in writing that their internship placement has been approved and confirmed. Student will be provided with Internship Logbook to be completed during the duration of their placement.

An overview of the placement timeline is outlined in Appendix E.

4.3.2 Own Employment (OE) Placements Procedure

4.3.2a Submission of OE documents

- Participants at Week 20 of their PY program will be given the opportunity by their IPC to advise if they have a related paid job that they wish to be utilised for PY internship component.
- Participant can only nominate a job that they are currently in or have secured at Week 20. If participant’s do not have confirmation of a paid job, they will be considered as a seeking student and will be required to comply to ATMC placement process.
- The IPC will provide participants the required OE documents as outlined in Appendix B.
- Participants must provide all related and requested documents by IPC’s outlined due date.
- Participants who fail to respond to IPC request of document submissions can be financially penalised, have delay of their PY completion and at risk of not completing their enrolled PY program.

4.3.2b Assessment of OE

- Once participant has submitted all requested OE documents to IPC, IPC will review and evaluate required vetting checks to assess if participant’s OE is suitable for internship. Once document review is completed, IPC will arrange a site inspection.
- OE evaluation process can take up to 6-8 weeks inclusive of the completion of site inspection.

4.3.2c Site Visit Inspection

- OE nominated HC will be required to complete a site visit conducted by ATMC IPC or authorised third-party representative.
- The purpose of the site visit is to ensure that the participant’s working environment is conducive to participant learning and complies with WHS requirements.
- For ACS OE Internships the site visit is the preferred option, if consent is given by the student in writing, otherwise students must provide copy of the Host Company WHS Policy and procedures.

4.3.2d Approval of Own Employment Internship

- Once IPC has completed the necessary and required checks and is satisfied that the student's OE adheres to the PY Internship, the IPC will provide a written approval of OE internship along with confirmed Internship Start date and Internship End date.
- Participant will also be provided with a copy of Internship Logbook (APYP students ONLY) to be maintained during their internship.

4.3.3. Non-Employment Self-Sourced Internship by Participant (ACS students ONLY)

4.3.3a Submission of Self-Sourced Internship Opportunity

- Participants at Week 20 of their PY program will be given the opportunity by their IPC to advise if they have found an unpaid self-sourced opportunity that they wish to be utilised for PY internship component.
- Participant can only nominate a self-sourced opportunity that they successfully secured by Week 20. If participants cannot produce documentation and evidence of accepted internship, they will be considered as a seeking student and will be required to comply to ATMC placement process.
- IPC will provide participant with required self-sourced instructions and documents to be completed and this must be submitted back for assessment. Required documents are outlined in Appendix C.
- If a SS Internship opportunity should be presented to their IPC after week 20, it will be up to their IPC's discretion for acceptance as several assessment criteria needs to be met to ensure the participant will complete their program on time.
- Nomination of SS Internship opportunity must be presented at Week 20 to provide ATMC adequate time to complete required vetting and checks for approval on time of participant's scheduled Internship Start date.
- ATMC reserves the rights to reject presented SS opportunity if it is deemed as not a favourable option for placement in the circumstance that the participant may be in at the present time. This must be supported with reasons and facts by IPC.

4.3.3b Assessment of SS Internship

- Once participant has submitted all requested SS documents to IPC, IPC will conduct and evaluate required vetting checks to assess of participant's SS is suitable for internship.
- SS evaluation process can take up to 6-8 weeks inclusive of the completion of site inspection.
- SS Internship will undergo the same Site Visit Inspection requirement as outlined in 4.1.2b.

4.3.3c Approval of Self-Sourced Internship

- Once IPC has completed the necessary and required checks and is satisfied that the student's SS adheres to the PY Internship, IPC will provide a written approval of SS internship along with confirmed Internship start date and Internship end date.
- Participant will also be provided with a copy of Internship Logbook to be maintained during their internship.

4.4 Internship Documentation

The documents required for internship compliance, must be received, and saved into files electronically and uploaded to ATMC Participant Management System.

Failure to obtain the following documents that correlates to the participant's selected internship placement method is a breach of the requirements of the vocational training program:



4.4.1 Internship Agreement

- Once a participant has been accepted by a Host Company, an Internship Agreement must be signed by all three parties (ATMC, Host Company and participant).
NOTE: for ACS OE internships the Agreement is only signed between ATMC and the participant.
- A signed copy should be given to both the Host Company and the intern, and a copy must be added to the participant's electronic file on the Participant Management System (SMS). The agreement must be signed before an intern enters the Host Company's premises for the first day of their internship to ensure all parties are insured. There are no exceptions to this rule.

4.4.2 Internship Training Plan

- It is mandatory that a detailed training plan (can also be a Position Description or Job Description) should be obtained from the Host Company for each intern. This should include:
 - The name of the host organisation.
 - If there is a position description or job description, it must have the host organisation logo.
 - A detailed outline of the training and activities to be conducted during the internship.
 - For ACS students, effective from 1st June 2020, ACS requires that all internship roles be attached to an appropriate ANZSCO occupational code.
- Bullet points in an email do not constitute an appropriate JD/PD/TP.
- A training plan should be created for each intern the Host Company accepts, or at the minimum, updated regularly.
- Training Plans must also be signed by the Intern and the Host Company Supervisor. The Supervisors are welcome to make supplementary comments and or reports.

4.4.3 Supporting evidence of employment

- For OE Internship placement method, in addition to Internship Agreement and JD/PD/TP, ATMC is required to also obtain a valid copy:
 - The participants Job Contract and/or Employment Offer Letter.
 - For APYP OE: Participants 3 x most recent payslips
 - For ACS OE: Participants 3 x most recent payslips. Additionally, participants **must** provide payslips to cover the whole period of the internship component. These will be collected by the IPC at Week 6 and Week 12 of the internship period.
- ATMC IPC reserves the rights to request any additional supporting documentations as required necessary to make an informative decision to consider the participant's OE is suitable for PY Internship.
- Should IPC be provided with inconclusive evidence to provide confident approval at the participant's OE or SS placement will meet PY requirements, IPC reserves the rights to reject.

4.4.4 Internship Logbook

- During internship placements, participants are required to maintain an internship logbook (template provided by ATMC PY) as record of internship activities. Internship logbook is an internship assessment activity to assess an intern's development throughout the internship placements. In the Internship Logbook, the participant will be able to log their daily activities with their HC, checklist of internship induction, sign off by HC supervisor intern hours attended for the week, mid-term performance review (at the end of week 6), final performance review (at the end of week 12) and Intern feedback for internship placement.
- Logbook must be submitted on the last day of internship and no later than 5 business days after the internship end date. This is to ensure participants are provided with their certificate and graduation on time of scheduled course plan.
- Should a participant fail to provide their completed Internship logbook within 5 business of their internship end date, participants may be issued a late penalty fee or in severely delayed students, an intention to cancel the program enrolment may be issued.

NOTE: for ACS OE internships, the Logbook is **NOT** required. IPC and participants will conduct periodic monitoring checks as per monitoring process (see section 4.6 below)

4.5 Host Company On-boarding

4.5.1 Host Company On-boarding Checklist

- IPCs must complete the Host Company Vetting Checklist indicating compliance with WHS requirements and ATMC PY, Host company benchmarks, including minimum staff and minimum supervisor qualifications (required internally by ATMC PY only).

4.5.2 Host Organisation Code of conduct

- Participating ACS HC in the ATMC PY program will be required to complete a Host Organisation Code of Conduct as a compliance requirement by the PY governing bodies.

4.5.3 Host Company Annual Terms and Conditions Agreement

- Participating HC in the ATMC PY program will be required to complete an Annual Terms and Conditions Agreement. This document outlines the agreement between HC and ATMC. This document is valid for 12 months.

4.5.4 Host Organisation Site Inspection

- Part of the suitability and vetting process of new HC for ATMC PY program, a physical site visit must be conducted to ensure that the working environment is conducive to participant learning and complies with WHS requirements. A “Site Visit Inspection” form must be completed prior to intern commencement and a copy is saved against the HC file. The document must be signed off by ATMC or authorised third-party representative and an authorised HC representative. HC Site Visit Inspections are valid for 12 months.

4.6 Internship Monitoring

4.6.1 Monitoring Requirement

- As outlined by PY governing bodies, ATMC is required to monitor all Internship Placements during the approved internship period.
- The purpose of placement monitoring is to ensure the integrity of the internship and that it is corresponding to the participant’s learning outcome.

4.6.2 Monitoring Contacts

- A phone call to student and host company the week prior to internship commencement (Week 0 Monitoring calls).
- A phone call to student and host company the week after of internship commencement (Week 2 Monitoring calls).
- A mid-term visits to student and host company halfway through the participant’s internship (Week 6 Mid-Visit).
- A final phone call to student and host company in the last week of the participant’s internship placement (Week 12 Monitoring calls).
- All phone calls and visits will be documented by IPC.
- All documents must be saved electronically and uploaded to ATMC Participant Management System.

NOTE: for ACS OE internships, the monitoring checks are conducted between the participant and ATMC ONLY. ATMC still reserves the right to contact the HC, subject to participant's consent, with the purpose of ensuring that internships requirements are met.

4.6.3 Mid-Visit

- The Mid-Review is conducted by the IPC at approximately around week six of the internship placement. This review is ideally done onsite. Separate interviews will be conducted with the intern and the Host Company separately to monitor and capture genuine feedback relating to the intern's progress against the Training Plan.
- An IPC must visit each intern, at their host organisation, at least once during their internship.
- Internships in remote areas are the only exception to the above rule. For remote placements, a video teleconference interview should be conducted with both the Supervisor and Intern. If video teleconference is unavailable, a telephone interview will suffice.
- Mid Review Reports should be detailed and include comments from the Supervisor, Intern, and IPC in the respective sections of the report.
- All Internship reports should be signed by the Supervisor, Intern, and IPC, so that their authenticity can be established.

NOTE: for ACS OE internships, the Mid-reviews are conducted between the participant and ATMC ONLY. ATMC still reserves the right to contact the HC to conduct a mid-review, subject to participant's consent, with the purpose of ensuring that internships requirements are met.

4.7 Completion of PY Internship

The following criteria must be achieved for a participant to be deemed Competent in the PY Internship component:

- Successfully completed 240 hours of internship within the agreed Internship start and end date outlined in the participant's Internship Agreement.
- All required Internship documents are signed and saved electronically in the participant's record on ATMC Participant Management System.
- Participant submission of Internship Logbook within 5 days of Internship completion or approval of monitoring checks for ACS OE participants ONLY.
- Participant's Internship Logbook must be approved by authorised ATMC Staff upon completion of final VEVO check. ATMC may require participants to make necessary amendments if errors are identified. These errors must be corrected prior to Internship Logbook approval.
- Failure to submit the logbook within the required deadline will delay the participant's PY graduation, ATMC may apply financial penalties and participant will be at risk of not completing their enrolled PY program.

4.8 Additional Internship Compliance Participation

Depending on the participant's professional association, i.e., the ACS, or APYP, there will be assessments and/or homework to complete during the internship period that relate only to the Professional Year Program and internship and do not form a part of the assessments.

Australian Computer Society (ACS)

- Participants will be required to complete the Professional Environment (PE) online assessments and homework as a part of their course requirements. Details regarding the PE Assessment including the login and the password will be sent to participants via email by ACS.
- Failure to keep up to date with the Professional Environment work on a weekly basis may result in the participant being withdrawn from this component by the ACS. In this case the ACS may elect to remove the participant from the program, or stipulate that they repeat the Professional Environment component, from the beginning, at an extra charge of AUD\$900 plus GST plus additional admin fees charged by ACS.

4.9 Participants conduct during Internship

- Participants will be treated the same as an employee within their Host Company, so will be required to act accordingly, as outlined in the Workplace Protocol Handbook available on Moodle. Participants are expected to behave professionally throughout their placement. Professional behavior includes:
 - Speaking in English at an appropriate level in the workplace;
 - Ensuring that they are punctual and dress suitably for the Host Company environment;
 - Adhering to all Host Company policies such as IT, WHS, Privacy and Codes of Conduct; and
 - Exhibiting behavior as expected in the workplace i.e., treating colleagues and managers with respect, always acting in a professional manner etc.
- Participants are bind by the Terms and Conditions outlined in their agreed and signed Internship Agreement.
- Any participant who displays unacceptable or disruptive behavior during their internship may be asked to leave the internship or source their own suitable internship.
- The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency.

4.10 Removal from Internship – Host Company request

- Where a company asks an intern to leave, the request must be in writing and needs to include as much evidence (dates and specific incidents) as possible.
- The IPC and The Operations and Compliance Manager will assess the situation and advise the participant and Host Company on the recommended course of action.
- Where a participant's behavior is deemed unacceptable and unprofessional the participant will be notified in writing that they will be removed from the internship.
- Where the incident is not severe enough to justify completely removing the participant from the internship the Operations & Compliance Manager will decide whether they will be placed with another company and undertake the entire process again.
- The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency.

4.11 Removal from Internship – Participant request

- If a participant requests removal from an internship placement this will be required in written form outlining rational reasons of this request supported by documentary evidence. The request will be managed on a case-by-case basis by the IPC and in consultation with their Operations & Compliance Manager.

4.12 Participant's failure to comply with Internship Procedure

- Participants who do not respond and/or fail to participate in any aspect of the internship placement process will be given 3 contact notifications (3 Warning System). Example of participation request includes but not limited to:
 - Submission of documentation and/or information requested by the IPCs.
 - Non-responsive to IPC request.
 - Breach of PY program requirements.

4.12.1 3 Warning Notice Procedure

- The first warning notification acts as a follow up reminder, outlining the request and the due date where the request(s) is to be actioned. This allows the participant 5 working days to respond and comply with the request.



- The second notification acts as a reminder for the participant to acknowledge the request as detailed in the first warning notification. The second warning notification of request also provides detailed information regarding the follow up action will be taken by ATMC PY should the participant not responding to the requests. This allows the participant 3 working days to respond and comply with the request.
- The Third warning notification, or “Intention to Cancel the Enrolment” is sent to the participant who failed to respond to the first and second warning notifications. The third notification will advise the participant of the right to appeal to the intention to cancel the enrolment within 20 working days from the receipt of the written notification.

4.12.2 Appeals

- Appeals will be recorded, investigated, managed, and resolved according to the ATMC PY Complaints and Appeals Policy.
- If the participant’s appeal is not received within 20 working days from the date of the written notification, or the appeal is not submitted by the participant or the participant withdraw the appeal, the intention to cancel the enrolment will be confirmed and the participant cancelled from the PY Program.

4.13 Re-engagement after notifications have been issued.

- An ATMC IPC has the discretion and authority to enforce internship penalty fees to a participant should it be deemed applicable as per Appendix F.
- Should a participant be imposed an internship penalty fee, the student will receive an ATMC invoice for payment. Payment must be made prior to continuation of internship placement.
- If student re-engages with required request/s after 3rd notification, the participant will undergo Eligibility re-assessments process by their IPCs. This eligibility re-assessment includes and not limited to:
 - Participant’s remaining visa in Australia
 - Projection of capability to complete ATMC PY program within 52 weeks of commencement
 - Participant’s commitment to successfully complete ATMC PY program within the agreed time frame and Academic Schedule.
 - Should the participant not meeting all/partial criteria, ATMC PY will have the rights to provider-withdraw the participant from the PY program entirely.
 - Should the student be re-engaged to continue their PY program, they will be charged with \$500 (plus GST) Internship penalty fees and/or any other administrative fees applicable to continue. Payments will need to be made prior to continuation of the program.

5. ATMC Personnel Responsibilities

- The **Operations & Compliance Manager** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Operations & Compliance Manager** is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- The **IPC team, PY participants, and Host companies** to follow their responsibilities as defined herein.

6. Reviews

- This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC PY Administration and planned operations. The next scheduled review of this document is listed in the Version Control section at the end of this document.

7. Related Manual and Handbook

- IPC Induction Manual
- ATMC PYP Student Handbook
- ACS Professional Year Provider Manual



- ACS Professional Year Internship Framework
- Accounting Professional Year Provider Manual
- Workplace Protocol Handbook

5. Appendices

Appendix A – Internship Duration Professional Year

The duration of an internship must meet the following criteria:

- Must be undertaken over minimum of 12 weeks, 3 days per week, 7.6 hours per day.
- Must be undertaken a minimum 240 Vocational Placement Hours.

Note:

- It is essential that IT participants enrolled in the ACS PY Program commence their internships on the date scheduled at the time of their enrolment, as participants will also undertake the Professional Environments online subject – provided by ACS whilst they are doing their internships.
- The recommended duration for an internship is 12 weeks at a minimum of 20 hours per week. Internships of less than stipulated minimum requirements must be approved by Operations & Compliance Manager in consultation with ACS Education Team and the reason for this placed on the participant file.

Appendix B – Internship Documentations

1. Own Employment Vetting Documents

Following are the required documents to be submitted by participants for OE assessment:

- a. Own Employment Internship Agreement
- b. Position Description
- c. Employment Contract and/or Letter of Employment offer
- d. Pay slips x 3
- e. HC Site Inspection (includes WHS inspection)

2. Self-Sourced Internship Vetting Documents

Following are required documents to be submitted by participant for SS assessment:

- a. Self-Sourced Internship Agreement and Training Plan
- b. HC Vetting Checklist
- c. ACS PY Host Company Code of Conduct
- d. ACS HC Agreement and Internship Training Plan
- e. HC Site Inspection (includes WHS inspection)
- f. Organisational Chart, including number of employees and working hours

3. Host Company Documents

Following are the required documents to be completed by HC and IPC to be deemed as a ATMC Internship Host Company:

- a. Host Company Vetting document
- b. Host Company Annual Terms and Conditions
- c. Host Company Annual Training Plan
- d. If ACS, ACS PY Host Company Code of Conduct
- e. Host Company Site Inspection (includes WHS inspection)



Appendix C – Remote and Regional Placement

1. Requirement for Remote and Regional Placement

- 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 in remote or regional location to be served for PY Internship component. All Remote and Regional Internship placements must be approved following below Appendix C, 2 Approval Process.
- Regardless of whether the placement is local, remote, or regional, the requirement and procedure of own employment remains the same.
- Self-Sourced Internship in regional and remote location is not permitted. However, in particular circumstances, requests for self-sources internship can be forwarded to governing bodies, who will assess and approve the request on a case-by-case basis.
- Remote and Regional placement approval is only applicable to student's course of Internship Placement (Week 35-47). Student must still complete their class course in local location.

2. Approval process for Remote and Regional Placement

- Participant wishing to undertake a remote or regional location internship must seek formal approval in advance from their Internship Placement Consultant (IPC). Permission for remote or regional placement will be granted only where the following conditions are met:
 - a. The notification request of remote or regional internship is presented with at least 8 weeks' notice to the participant's scheduled internship start date. Required documentation to support and complete the notification request must be submitted to the IPC within two (2) weeks from the request date.
 - b. IPC is confident that they will be able to support the monitoring of remote internship.
 - c. Remote Internship Host Company meets:
 - i. Both APYP and ACS minimum requirements (please refer to Clause 6.1.2 in this document).
 - ii. Documentation must meet ATMC PY's suitable host requirements and submitted on the due date requested by the IPC.
 - iii. The remote or Regional Internship placement will only progress once all required documentation(s) is submitted to the IPC.
 - iv. The Host Company meets all relevant selection and minimum criteria and must be vetted and approved as suitable by ATMC PY.
 - v. The participant agrees to pay additional costs associated with organising the internship placement at a remote or regional location as per Appendix F.

3. Location Considerations

- a. Local Placement: Any placement that is located within 60km from ATMC's registered campus.
- b. Remote Placement: A placement located greater than 60km from ATMC's registered campus.
- c. Regional placement: Any placement undertaken in another state/region in which ATMC does not deliver.

4. Internship Placement requirements

Regardless of whether the placement is local, remote, or regional, the internship requirements remain the same as outlined in *Section 4* including:

- Internship durations and hours
- Host company criteria
- Internship documentation
- Internship assessment and approval process
- Internship monitoring



5. Site Inspections

- If the participant wishes to undertake their internship in a location where ATMC has no physical presence a site visit must still occur prior to the approval of the internship. This is a requirement for every new host employer regardless of whether they are remote or not.
- If it is not possible for ATMC to conduct a physical visit to a new host employer when in a remote or regional location, a local delegate will be engaged on their behalf. The delegate must be an individual who the provider trusts to attest to the internship and employer and have experience in assessing workplaces for the purpose of internships e.g. a work placement agent. Details of the agent must be provided to ACS prior to engaging them and a record of the visit must be kept on the participant file, or
- Skype/video assessment of the premises, or any other means of assessment deemed by ACS to be appropriate to the circumstances.

Note: APYP preference is to have a physical initial inspection, whereas the virtual mid-point check can be accepted. However, in particular cases, request to perform virtual initial inspections can be submitted to the governing body for assessment and approval.

- Please refer to point 7 for applicable fees.

6. Monitoring

- For remote or regional location placements, the midpoint check-in can be conducted by ATMC via video conference or telephone call should video conference not be available.
- Please refer to the **Internship Monitoring Procedure** for further details about standard monitoring requirements that will be carried out by ATMC or a Third-Party Provider during the internship.

7. Fees and charges associated with Remote and Regional Internship placements

- Students seeking to undertake a remote internship will be liable to pay the additional costs arising from travel to and from the remote or regional location for the purposes of vetting, arranging, and monitoring the remote or regional internship placement.
- These costs will be fully itemised and explained to the student once ATMC has received the application for a remote or regional location internship and before a decision is made pertaining to the application.
- Students will be formally required to acknowledge and accept responsibility for these additional costs.
- The costs of remote location internships may be associated to travel expenses for the day including transportation expenses, administration resourcing fees, and any other cost associated with the inspection visit.
- Associated incurred fees will be outlined by the participant's IPC and may be subject to change according to the inspection's arrangements and location.
- Participant will receive an ATMC invoice for payment. Payment must be made prior to the conduct of site inspection.
- At the discretion of the Head of PY, ATMC PY may provide participant with a refund of part of the paid amount due to changes to the inspection's arrangements.
- Any delay in the payment of the additional fees and submitting the internship documentation will affect the Internship Start Date and separate late placement fees will apply as outlined in the **ATMC Remote and Regional Placement Processes**. Some costs may vary depending on when the payment is made.

8. Remote and regional Placement Process

The process for managing remote and regional location internships will be as follows:

- The IPC will contact the student seeking to undertake a remote or regional location internship.
- The student must provide all relevant information and documentation for a remote or regional location internship.
- The IPC has a right to reject OE internship if it does not meet the minimum requirements.
- The IPC will conduct a site visit with a representative of the host company at the remote or regional location worksite. If it is not possible for ATMC to conduct a physical visit to a new host company

when in a remote or regional location a local delegate may be engaged on our behalf. The purpose of this meeting is to determine whether the workplace and associate arrangements for supervision meet the host company selection and vetting criteria detailed in the **Host Company Selection and Vetting Procedure**, and (if so) to detail all documentation and other requirements related to managing the student's progress during the internship period.

- The process of monitoring the internship progress will occur in accordance with the **ATMC Internship Monitoring Procedure**. However, the midpoint check-in with the student and supervisor can be conducted by ATMC via video conference or at the least telephone.
- The procedure for assessment for remote or regional location internships will follow the **Internship Assessment Procedure**.
- All formal Internship documentation will be signed by the student and supervisor in accordance with the **Intern Placement Procedure**.
- The IPC will be responsible for approving or rejecting a remote or regional location internship after conducting the internship assessment procedures.

9. Mid-term Review (week 6)

The mid-term review will take place face-to face or via teleconference e.g., Skype or Zoom between the Supervisor/Mentor and the Intern. Upon completion, the review document (included in the Internship Logbook) will be signed by both the Supervisor and the Intern and returned to the Internship Placement Consultant.

NOTE: for ACS OE internships, the Mid-reviews are conducted between the participant and ATMC ONLY. ATMC still reserves the right to contact the HC to conduct a mid-review, subject to participant's consent, with the purpose of ensuring that internships requirements are met.

10. Overview and timeline of assessment for Remote and Regional Internship

a. Request permissible when meet the following conditions:

Condition(s)	Timeframe	
Own-Sourced – Employment		
1	Request must be submitted to and received by IPC at week 27 of the student coursework stage or 8 weeks prior the scheduled commencement of Internship phase.	Week 27
2	The participant will be requested to provide evidence of employment in the Remote or regional area where they wish to be placed. These documentation evidence must be provided within 7 days of submission of request. The evidence of Remote and Regional employment is as followed: <ul style="list-style-type: none"> ▪ Signed letter of offer with letterhead, the manager's signature, and the position description. ▪ A declaration of employment letter from the company's General Manager/CEO or the Participant reporting Manager, written on the paper with the company's letterhead. ▪ Evidence of three pay slips from the previous payroll periods. ▪ ATMC Own Employment Internship Agreement. 	Week 27; Participant to respond within 7 days of submission of request.
3	IPC conduct employment vetting, verifications process.	Week 28
4	IPC to conduct a site inspection and suitability assessment(s) <ul style="list-style-type: none"> ▪ ACS: Physical inspections are the preferred option in the first instance, however, site inspection and suitability assessments can be completed virtually. ▪ APYP: Site must be inspected physically, and suitability assessment must be conducted in person by the IPC. APYP preference is to have a physical initial inspection, whereas the virtual mid-point check can be accepted. However, in 	Week 29



	particular cases, request to perform virtual initial inspections can be submitted to the governing body for assessment and approval. Note: the site inspection and suitability assessment(s) may take up to 5 days. The approval outcome will be notified in week 29/30.	
5	IPC confirm and declare the outcome of all assessments and vetting.	Week 30
6	The commencement of Remote or Regional Internship based program might be commencing after week 35 due to extensive vetting process and suitability assessment(s).	Week 35 / Week 36

b. Request may not be permissible if:

Condition(s)	Timeframe	
1	Notification of request to move interstate or regional area is made after week 27 of the participant's program. This is subject to IPC assessment and approval.	After Week 27
2	The IPC will decline the request and issue a notification of decline request letter.	Week 28
3	The IPC may consider the applicant's submission based on special circumstance(s) where substantial documentation of evidence is provided. (Internship late fees may apply)	Week 29

Appendix D – Host Company Standards

1. Minimum number of employees to interns

- For ACS
 - Organisations with 50+ permanent employees on-site, and a dedicated ICT Department of five or more paid ICT Staff, may have up to ten (10) concurrent ICT placements from any PY.
 - A minimum of ten (10) permanent employees, with at least one paid ICT staff member, may engage no more than five concurrent ICT placements from any PY Provider in a 12-week period ensuring all intern work meets Fair Work definitions and requirements.
 - A small organisation with 3-9 permanent employees, which can provide the supervision and support requirements (see Section 3.4 ACS PY Internship Framework Feb 2020) may engage no more than three concurrent ICT placements per day from any PY Provider in a 12-week period ensuring all intern work meets Fair Work definitions and requirements.
 - A start-up (e.g., sole trader or organisation with less than three permanent employees) which can provide the supervision and support requirements (see Section 3.4 ACS PY Internship Framework Feb 2020) may engage no more than one concurrent ICT placement from any PY Provider in a 12-week period ensuring all intern work meets Fair Work definitions and requirements.
- For APYP
 - Minimum number of employees is not specified in the APYP Framework. However, APYP would consider acceptable companies that are large enough to provide adequate training and intern experience (start-up company or sole traders are not APYP's preferred options).
 - Supervisors must not have more than two (2) PYP interns reporting to them at any one time.
- Locations and states that are classified as smaller regions as determined by APYP; therefore, minimum employees would be considered as follows.
 - Accounting: company must be large enough to provide adequate training and intern experience. (Preferable not start up or sole trader)
 - ACS: will consider placements in organisations of less than 10 employees on a case-by-case basis. ACS would support PY students being placed in start-up companies or with sole traders, however, restrictions around students self-sourcing placements at very small companies are in place.

2. Supervisors Qualifications

- Appropriately experienced supervisor(s) to deliver training and provide mentorship.
- Supervisor must be IT or Accounting qualified.
- Assessed and recorded using working example below:
 - Accounting PYP
 - ❖ Minimum: Companies must be able to provide a suitably qualified supervisor (not necessarily a member of the accounting bodies)
 - ACS
 - ❖ Preferred member of ACS.
Minimum: Companies must be able to provide a suitably qualified supervisor. This doesn't necessarily mean a degree. It may be workplace experience OR a formal qualification. In some cases, it may be permissible for the supervisor to have no ICT experience at all as long as there are other paid staff to provide technical guidance where required.

3. Organisation Requirements

- Registered company with an ABN/ACN.
- Ability to provide training in line with the Interns Job Description/Training Plan.
- Capacity to allocate a supervisor qualified in the relevant field.
- Agrees to the Terms & Conditions of a Professional Year Program Internship; understands the aims, purposes and outcomes sought.
- Suitably located and accessible; has a professional office (i.e., not a home office).
- Located usually within 1-1.5 hours or 60 km of where the participant lives or ATMC enrolled campus and is accessible by public transport.
- The internship is supernumerary.
- WHS requirements, as follows:
 - Provide their WHS policy – if they have one.
 - If not, provide ATMC PY with a generated WHS policy as a guideline or links to State codes of practice.
 - Prepared to undergo site inspection if location permits and meets checklist requirements.
- APYP specific requirements:
 - At least one senior staff member must be a member in good standing of one of the Professional Accounting Bodies (CPA, CAANZ, IPA)
 - Does not necessarily need to be an accounting company but must have an accounting infrastructure to support and provide relevant experience for the participant.
- ACS additional host organisation requirements/considerations:
 - ICT internship roles available within the business (and relevant ANZSCO codes).
 - Number of dedicated ICT staff employed in paid roles.
 - Total number of PY interns who have undertaken internship placement with company over the last 12 months.
 - Provider in a 12-week period ensuring all intern work meets Fair Work definitions and requirements.

4. Periodic Host Company Reviews

- Review of Host Companies should be carried out every 12 months to ensure they continue to meet the guidelines set by ATMC PY.
 - **Note:** Employment is not an outcome of the Internship, however employment rates should be monitored when reviewing Host Companies. It is acceptable if a host company does not employ anyone if the interns they have hosted have been developed to a point where they are readily employable and find work within three (3) months of their internship. However, for host companies that often host interns, but do not employ ensure that there are 'breaks' throughout the year.

5. Own employment (OE) host organisation

- The same standards apply to OE placements. OE Host Companies will need to undertake the same quality assessment as outlined above. Refer to the flexibility note for any variations.

Note: The above definition should be used as a strict guide. Flexibility will only be allowed to be sought on a case-by-case basis. Such requests are to be forwarded to the Operations and Compliance Manager who manages the relationship with the Professional Bodies. Flexibility requires approval from the Professional Body.



Appendix E: Overview of Internship Placement Journey Diagram of Internship Progression structure

<p>Before Internship Commencement</p>	<p>Course week 1</p> <ul style="list-style-type: none"> • PY students will be informed about internship requirements including but not limited to internship placement (arranged by ATMC/Internship partners).
	<p>Course week 20</p> <ul style="list-style-type: none"> • Student will be allocated an Internship Placement Consultant (IPC). Students must inform ATMC of their internship placement choice, either the student has an existing related job (OE) or internship will be sourced by ATMC. (For IT students only, Self-Sourced Internship is also available)
	<p>Course Week 20-22</p> <ul style="list-style-type: none"> • For students requiring Internship Placement (Seeking Students), you will be required to provide your updated resume and organised a pre-placement interview with your assigned IPC. This is an opportunity for IPC to meet with the student, understand their skill sets, work experience and preference for internship placement. • For students who are nominating their Own Employment (OE) or found their own self-sourced internship (SS for ACS students only), your IPC will provide you with document requirements and criteria to assess if your job or found internship is suitable for PY program.
	<p>Course week 22 to course week 30</p> <p>Seeking Students:</p> <ul style="list-style-type: none"> • IPC will commence to shortlist your resume to potential internship opportunities with ATMC Host Companies. • Once student is successful for interview selection by host company, IPC will arrange interview. • Once student is successful for acceptance of internship, ATMC will proceed to arrange required documentations for placement. • If students are unsuccessful, they would be provided feedback and coaching to ensure success for the next interview opportunity. • Students are provided up to 3 interviews for internship placement. <p>For Own Employment (OE) students and Self-Sourced Internship (SS):</p> <ul style="list-style-type: none"> • IPC will vet and assess student provided internship documents. • IPC will conduct a site inspection including WH&S checklist.
	<p>Course Week 30 – Week 33</p> <ul style="list-style-type: none"> • Internship documents are finalised and signed off. • Student will receive a written confirmation of internship placement and approval for commencement. • Student will be provided Internship Logbook to be completed during the duration of their internship placement. <p>NOTE: Internship can only commence once student has completed their class course component</p>
<p>During Internship Placement</p>	<p>Course Week 35 - Week 41 (Internship Week 1 – Week 6)</p> <ul style="list-style-type: none"> • On the 1st day of internship, interns will receive an induction by their HC that must be completed prior to commencement of internship. • Students to start using their logbook and completing daily journey entry. • Week 2 IPC will conduct monitoring call with interns and HC completing the related form (HC induction/orientation, WHS/safety/emergency procedures, HC core policies) • Week 6 IPC will conduct a mid-internship site visit or phone calls to the relevant supervisor to verify the interns' workplace performance, relevant tasks and progress. During week 6 of internship, student and supervisor to complete mid-performance review together to discuss progress and performance feedback. A copy of the mid-performance is available within the student internship logbook.
	<p>Course Week 41 – Week 47 (Internship Week 7 – Week 12)</p> <ul style="list-style-type: none"> • Continuation of maintain daily journal entry within internship logbook. • IPC to conduct Week 12 final internship phone call to the relevant supervisor to

verify the intern's workplace performance, relevant task progression. Student to submit completed internship logbook on their final day of internship placement to ATMC.

Appendix F: Additional Administrative Fees and Charges for the Internship Component

	Request	Amount
1	Deferment, transfer, and suspension request <i>(Request submitted after the internship sourcing process has commenced)</i>	non-refundable AUD\$275.00
2	Deferment, transfer, and suspension request <i>(Request submitted after the internship has been successfully sourced for the student)</i>	non-refundable AUD\$550.00
3	Late Internship Placement Commencement Fee <i>1. Unresponsive students to IPC's request of providing required documentation/evidence to assess the suitability of placement</i> <i>2. In the event where student is unsuccessful in 3 interviews, student may be liable to pay these Admin fees following discussion during the Intervention meeting with IPC and PY Manager.</i>	non-refundable AUD\$275.00

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship Penalties, Fees and Charges

Any delay in the response or submission of the required information and documentation will affect the internship component.

	Non-compliant	Amount
1	Late response to Internship Planning Notification email (Due date as specified in the email)	non-refundable AUD\$275.00
2	Late submission of Placement Documents (Due date as specified in the email notification)	non-refundable AUD\$275.00
3	Late submission of Internship logbook (Due date as specified in the email notification)	non-refundable AUD\$275.00
4	Request to modify the internship plan and/or pathway after the internship sourcing has commenced	non-refundable AUD\$275.00
5	Request to change of Internship Source once the placement has been organised (agreed by both parties) and the participant unable to provide circumstantial and substantial evidence	non-refundable AUD\$550.00

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship: Remote and Regional Placement Administration fees and charges

	Request	Amount
1	Remote or Regional placement: site inspection and suitability assessment(s) <ul style="list-style-type: none"> ▪ Accounting PYP (physical site inspection and suitability assessment(s)) 	Will be determined according to the location and distance



	<ul style="list-style-type: none"> ACS (Physical site inspection and suitability assessment(s)) 	Will be determined according to the location and distance
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Note: Amounts includes GST and ATMC PY administration costs may be subject to change

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