



PROFESSIONAL YEAR STUDENT INTERNSHIP GUIDE

WELCOME TO YOUR PROFESSIONAL YEAR INTERNSHIP GUIDE!

If you've chosen the Professional Year program, you, like many other recent graduates realise, how difficult it can be in today's competitive labor market. The reality is that it's hard to have experience, without an opportunity to get experience.

An Internship with the ECA PY program will give you that competitive advantage by:

- The opportunity to test all that through preparation interviews and CV writing classes in a 'real-life setting'.

- The opportunity to show off and further develop your professional skills and transform your theoretical knowledge to practical experience.
- Exposure to an Australian professional work environment in which you can improve your cross-cultural skills, develop your interpersonal and communication skills and build your network of professional contacts
- The opportunity to add professional experience on your CV.

WHAT INTERNSHIP OPTIONS ARE THERE FOR PY STUDENTS?

We understand students join the ECA PY program in different stages of their professional life. Some as fresh graduates trying to advance their career and some as seasoned professionals with their career tracking in the right direction.

ECA PY is split into 2 key stages: the classroom-based theoretical preparation in week 1-32 and the Internship placement from week 33-44.

The internship placement can cater to all stages of your professional development and with all the skills and experience gained, the PY course will make you a more desirable candidate.

Please note that the PY program is governed by the Australian Computer Society (ACS) for IT students. The host company eligibility criteria will have to comply with their regulations.

Internship Options

You will have three Internship options to best suit your circumstances and preferences:

- An ECA organised placement with an approved host company
- A student sourced internship if you are not professionally employed but have personal contacts who are able to provide a professional internship
- A professional employment-based internship if you have already secured professional employment and want to use that in lieu of an internship



1. ECA Internship Placement

An ECA Internship placement is a preferred option for many of our students. Our Internship Team will closely look at your skills and experience and match your profile with the relevant host company. However, if your skill set is too specialised we might not be able to guarantee a 100% match! You might also have to participate in a formal selection process by the host company.

What do you need to submit?

- Your CV (your trainer will guide you in the process)

Please submit your preference and CV in week 20-23 of your PY course! Late submissions will result in delays in processing time.

2. Student-Sourced Internship

The student might have professional ambition to seek an internship opportunity with a host company that is currently not an ECA Internship partner.

This is possible and you will be able to approach the proposed host company with an ECA PY Host Company Assessment and Agreement Form and an Internship Training Plan and Agreement Form outlining the program Terms and Conditions and also the requirements to host Professional Year (PY) interns.

Every self-sourced host company must be approved by and will be visited by an Internship consultant!

What are the eligibility criteria for Self Sourced Internships?

1. Professional office environment:

The host company must be a legally registered entity with an ABN or ACN. The office space has to be clean, WHS certified and offer a positive environment for integrated learning and professional performance. It has to have a suitable workstation for an intern (desk, chair, and computer).

We DO NOT approve home-based offices, unless they are fully dedicated as an office space with a supervisor allocated to the student.

2. Dedicated supervisor with relevant education and skill set:

An internship is not independent project work. It will require a dedicated supervisor to help you create a training plan, organise and supervise your training and work program and cooperate with the ECA internship department on Mid-placement and End of placement Reports.

When choosing a host company make them aware of these steps.

3. How many Professional Year Interns (from any provider) can a company host concurrently?

Permitted number of concurrent Professional Year ICT placements.

Number of paid permanent employees at the Host Company site	Number of dedicated paid ICT employees at the Host Company site	Number of concurrent Professional Year ICT Placements from any provider allowed
50+ paid permanent employees	5+ paid ICT employees	Up to 10 concurrent ICT placements allowed
10+ paid permanent employees	1+ paid ICT employee	Up to 5 concurrent ICT placements allowed
3-9 paid permanent employees	No dedicated ICT employee, but must be able to provide supervision and mentoring by a suitably qualified supervisor	Up to 3 concurrent ICT placements allowed
Small firm or start-up (less than 3 paid employees)	No dedicated ICT employee, but must be able to provide supervision and mentoring by a suitably qualified supervisor	Up to 1 concurrent ICT placement allowed



4. IT, or other relevant business:

An Internship placement has to be relevant to the field of study and can't be based on an unrelated job description (Example: marketing, admin). Please make sure you only approach relevant companies to avoid delays in processing of your application.

5. Please note the following are not permitted:

- Sole trader or partnership, Migration or Visa Agency
- Any organisation hosting two or more PY interns
- Absence of a structured ICT department or minimum three paid ICT employees

What do you need to submit?

- ECA PY Host Company Assessment and Agreement Form and an Internship Training Plan and Agreement Form
- "Job description" on host company letterhead outlining the tasks you will be required to do. This document MUST have your full name and residential address to ensure it was designed specifically for you

- Your Host Contact Details Form which will be emailed to you along with the placement type document

3. Professional Employment Based Internship

This category of internship placements has been created for all those students already working in their professional field.

If you are in this situation and wish to nominate your employer as your placement host company, you will have to complete, with your supervisor/ employer, a Host Company Assessment and Agreement Form and an Internship Training Plan and Agreement Form. Any questions by your employer can be directed to your internship consultant.

What are the eligibility criteria for professional employment based internships?

1. Professional Employment:

Your job description and position title will reflect you are working within your professional field. Marketing, sales, retail etc. will not be considered suitable positions.



“ I am very grateful to the ECA Internship department for providing me with an opportunity to do an internship with an excellent host company. I learned several new skills and improved upon my knowledge which will help me in my future career. While doing my internship I became familiar with the Australian Workplace environment. Overall, the internship period was my golden opportunity to learn more skills and knowledge in my field of study and I grabbed it. ”

Purushottam Thapa
ECA PY Graduate

2. Professional office environment:

The host company must be a legally registered entity with an ABN or ACN. Office space has to be clean, WHS certified and offer a positive environment for integrated learning and professional performance. It has to have a suitable work station for an intern (desk, chair, and computer).

We DO NOT approve home-based offices, unless they are fully dedicated as an office space with a supervisor allocated to the student.

3. Manager/ Supervisor is willing to cooperate:

We will be visiting every host company and employment-based internships are no exception. **Please inform your supervisor about your course requirements, as we will need their cooperation in the internship process.**

What do you need to submit?

- Host Company Assessment and Agreement Form
- Copy of employment contract
- 2 recent payslips

ACS PY - Key to Success

IT Students:

The PY course for ICT graduates is governed by ACS (Australian Computer Society).

After your enrollment, ACS will send you an email with a link to their compulsory (PE Online-Professional Environment) course. Please follow the instructions and complete the online orientation.

To get the most out of your Professional Year Program and free ACS membership for the duration of the course, make use of the online courses and networking events provided by ACS. You will get an invitation via email and easy access to all accredited courses.

Week 33!!! It is when you HAVE to start your online PE course. The link with all the information regarding the PE online component will be sent to your email, so make sure your contact details are always up to date.

IT skills and Internship:

Well-structured CV is the key!

Make sure you list only the technical abilities you can demonstrate and explain! You might be asked to perform a task on the spot!

Always upskill!!!! The demanding job market is highly competitive and you will have to compete against other skilled individuals.

Be flexible and get more opportunities! Being highly specialised in a particular area might make it hard when looking for an internship opportunity! Be open-minded and experience the diversity with the IT industry!

Internship Role Classification using Anzscos Codes

All Professional Year internship placements hosted by participating companies or organisations must align with an ICT-related ANZSCO occupational code in accordance with ACS' commitment to fostering the growth of a skilled ICT workforce in Australia.

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets and is also used within skilled visa programs, where this is a requirement for visa eligibility, as the standard by which a visa applicant's skills to undertake a specific nominated skilled occupation in Australia are assessed.

Effective from 1st June 2020, ACS will require that all internship roles are attached to an appropriate code, ensuring the PY Program objective of developing the next generation of ICT professionals can be measured using standardised role-specific data.



Flowchart

Week 18:

Internship action required email will be sent out to you requesting confirmation of internship type.

Week 20:

Confirmation of Internship Placement (ECA sourced, student-sourced, or professional employment-based internships).

Week 23-32:

The internship department will process your application and depending on your selection, organise interviews with host companies, contact you for further clarification on documents provided or send confirmation of your internship placement.

Week 29-32:

Internship placement will be finalised and confirmed.

IT students will receive a link to the online PE course.

Week 31-32:

Finalise your Training Plan and Agreement

Week 38-39:

The Mid-Placement form will have to be submitted to your consultant/ placement officer in week 6. This will be followed up by a Mid-placement visit in person or via video call to you and your supervisor.

Week 41-42:

The End of placement form will have to be submitted by week 12 (final week) of the internship placement and submitted to your consultant/ placement officer.

This will conclude your internship process. Please note that these steps are a part of every internship cycle and can't be skipped, or postponed based on personal preference.

We at the ECA Internship department wish you all the very best on your Professional Year program journey and look forward to guiding you on your internship journey!





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