

Internship Information Pack

This pack is your guide to the Internship process. Please read through this document carefully to ensure you are aware of PE and professional body requirements.

Any internship-related queries can be directed to your Placement Consultant (if you have been assigned one) or via the national placements email: nationalplacements@gradability.com.au.

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Internship

Eligibility:

Students are required to meet the following eligibility criteria prior to the commencement of the placement process. If a student does not meet the following eligibility requirements they will not be able to commence the internship process

- Met the attendance requirements for each subject AND overall, across the course.
- Completed and passed all assessments in all 8 subjects prior to internship.
- Paid all required fees, including additional fees that may have been incurred during the course.
- Are in Australia at the time of all Pre-internship preparation the entirety of the internship and their graduation date.
- Have enough time left on their Visa to complete the internship and graduation from the PYP.

Placement Types:

- 1) **Provider Placed/Non-Self-Sourced:** When a student is not working in their field of study and PE is required to find a placement with a host company.
- 2) **Own employment/Self-Sourced:** These types of internships refer to students that are working in their field of study (IT/Accounting) and are getting paid, or as a minimum, have written confirmation from a company about their employment offer which covers the entire period of the internship. Students will not or cannot be considered self-sourced/have their own employment, without proof of written confirmation of their current or potential employment.
- 3) **Host Company Lead:** IT Students will have the option to refer a company that they want to intern at if they are able to provide specified information. This internship will not be considered approved unless the internship team has vetted and verified all information and completed a site inspection at the referred company. There is also no guarantee that a student will be selected for an internship by this company.

Note that PE DO NOT source provider placed/non-self-sourced Internships in remote/regional areas. If you are located in, or intend to relocate to a remote/regional area, then please refer to Options 2 and 3 above, or be available to return to within easy travelling distance of the PE Campus before starting the internship process.

Placement Requirements

Requirements - Own Employment:

- Your position is related to your field of study (IT or Accounting)
- You are a paid employee of the company (we will require proof of this in the form of a letter from your supervisor on company letterhead, or your work contract, a job description, and payslips covering 6 weeks)
- You are supervised by someone who is experienced/qualified in the relevant field.
- **For accounting students**, you must have someone in the company who is registered with a professional body such as CPA or CA
- Your office space is compliant with nationally recognised WHS (Work Health and Safety) standards
- Your employment/internship is at least 21 hours per week over a minimum of 3 days per week for 12 consecutive weeks
- You are working in a professional business environment and have your own desk space
- There is a fully functional IT/ACC department
- WHS requirements can be met
- Students should be available to undertake a week 1 check-in call
- Students will also be required to participate in a **Mid and Final Internship Meeting** via Teams/Zoom, and a final evaluation with their Mentor. This is a compulsory part of the internship process and a graduation requirement. The meeting will be recorded.

ADDITIONAL REQUIREMENTS (IT STUDENTS ONLY)

- Your Employment Verification Letter. This must contain the company letterhead, your full name, job title, position description, dates of employment, type of employment (full-time, part-time, or casual), and address of the employment. This must indicate the employment verification letter was sent from the company's HR or authorized domain.
- Recent bank or superannuation statement/transaction history that covers the same period as the pay slips

Requirements - Provider Placed:

- You must have attended at least one (1) ACS registered event and attain a minimum of 6 CPD hours before the start of your placement. (IT students only)
- Students should be available to undertake a week 1 check-in call
- Students are required to complete Evaluation forms in week 6 and week 12 of their internship.
- Students and Hosts will also be required to participate in a Mid/Final Internship Meeting via Teams/Zoom, and a final evaluation with your Mentor. This is a compulsory part of the internship process and a graduation requirement. The meeting will be recorded
- Students also have the ACS Professional Environment (PE) Online program to complete (IT students only). Please ensure you are submitting the required reports and liaise with your assigned ACS tutor regarding this. If you do not complete your online ACS course then you will not be eligible to graduate.

Requirements - Host Company Leads (IT students only)

- IT students will have the opportunity to provide specified Host Company Lead information between week 16 and 20. Lead information cannot be provided after week 20
- Information will be vetted and verified prior to approval
- Providing a Host Company Lead does not guarantee placement with the company

Pre-Placement Meeting

Prior to the pre-placement meeting, students will receive an email with instructions from the Placements team to book their pre-placement meeting. All eligible students are required to book a pre-placement meeting with their assigned Placement Consultant.

The pre-placement meeting will be held via Teams/Zoom, or students can request for a face to face consultation.

Email sent to students with the booking link and instructions to book the pre-placement meeting is entitled:

Book an Appointment with your Placement Consultant - IMPORTANT Please look out for this email.

Things to remember prior to the pre-placement meeting:

- Provider Placed/Non-Self-Sourced students are required to submit a Word version of their resume before the pre-placement meeting so that the Placement Consultant can advise you of any amendments required.
- Own Employment/Self-sourced students are required to complete a questionnaire prior to the meeting so that the Placement Consultant can discuss the job and professional body requirements during the meeting.
- ALL students are required to complete the Internships Elearning module prior to the pre-placement meeting - this takes approximately 20 minutes to complete

Documents are to be submitted AFTER the pre-placement meeting.

Provided Placed - Non-Self-Sourced students must submit the final copy of their resume (with required amendments requested by the placement consultant) within 3 days of their pre-placement meeting unless it was finalised within the meeting.

Own Employment - Self-Sourced students: are required to submit the following documents to their Consultant latest by EOD Friday week 25. The information will then be checked and verified.

- A copy of your contract or proof of employment in the form of a signed letter from your Supervisor/Mentor on company letterhead.
- A detailed Job Description
- Payslips covering 6 weeks of your employment (if it is an existing job)
- Student Employment Declaration Form (IT students only) - fully completed (inc ANZSCO code – see list below), and signed
- Work from home checklist if applicable (Form will be provided by your consultant after the consultation)
- WHS company policy or site visit form

ADDITIONAL REQUIREMENTS (IT STUDENTS ONLY)

- Your Employment Verification Letter. This must contain the company letterhead, your full name, job title, position description, dates of employment, type of employment (full-time, part-time, or casual), and address of the employment. This must indicate the employment verification letter was sent from the company's HR or authorised domain.
- Recent bank or superannuation statement/transaction history that covers the same period as the pay slips

ANZSCO Codes

261311 - Analyst Programmer

Analyses user needs, produces requirements documentation and system plans, and encodes, tests, debugs, maintains and documents programs and applications.

135111 - Chief Information Officer

Plans, organises, directs, controls and coordinates the ICT strategies, plans and operations of an organisation to ensure the ICT infrastructure supports the organisation's overall operations and priorities.

263111 - Computer Network and Systems Engineer

Plans, develops, deploys, tests and optimizes network and system services, taking responsibility for configuration management and overall operational readiness of network systems, especially environments with multiple operating systems and configurations, and provides troubleshooting and fault-finding services for network problems

262111 - Database Administrator

Plans, develops, configures, maintains and supports an organisation's database management system in accordance with user requirements ensuring optimal database integrity, security, backup, reliability and performance.

261312 - Developer Programmer

Interprets specifications, technical designs and flow charts, builds, maintains and modifies the code for software applications, constructs technical specifications from a business functional model, and tests and writes technical documentation.

261111 - ICT Business Analysts

Identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions.

135199 - ICT Managers NEC

Plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

135112 - ICT Project Manager

Plans, organises, directs, controls and coordinates quality accredited ICT projects. Accountable for day-to-day operations of resourcing, scheduling, prioritization and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets.

263211 - ICT Quality Assurance Engineer

Creates, maintains and manages technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments, and audits systems to ensure compliance with, and adherence to, accredited internal and external industry quality standards and regulations. May supervise the work of ICT quality assurance teams.

262112 - ICT Security Specialist

Establishes, manages and administers an organisation's ICT security policy and procedures to ensure preventive and recovery strategies are in place, and minimize the risk of internal and external security threats.

263299 - ICT Support and Test Engineer NEC

ICT Support and Test Engineers develop procedures and strategies to support, create, maintain and manage technical quality assurance processes and guidelines and systems infrastructure, investigate, analyse and resolve system problems and performance issues, and test the behaviour, functionality and integrity of systems.

263212 - ICT Support Engineer

Develops support procedures and strategies for systems, networks, operating systems and applications development, solves problems and provides technical expertise and direction in support of system infrastructure and process improvements, and diagnoses and resolves complex system problems.

263213 - ICT Systems Test Engineer

Specifies, develops and writes test plans and test scripts, produces test cases, carries out regression testing, and uses automated test software applications to test the behaviour, functionality and integrity of systems, and documents the results of tests in defect reports and related documentation.

223211 - ICT Trainer

ICT Trainers analyse and evaluate information-based system training needs and objectives, and develop, schedule and conduct ICT-based system training programs and courses.

261211 - Multimedia Specialist

Multimedia Specialists create computer animation, audio, video and graphic image files for multimedia presentations, games, motion pictures, CD-ROMs, information kiosks and the web, and plan, produce and maintain websites and web applications using web programming, scripting, authoring, content management and file transfer software.

Alternative Titles: Electronic Game Developer, Multimedia Developer, Multimedia Programmer

263112 - Network Administrator

Installs and maintains hardware and software, documents diagnosis and resolution of faults, manages user passwords, security and inventory documentation, ensures the efficient performance of servers, printers and personal computers, and attends to other operational tasks. May also perform tasks such as help desk support and user training.

263113 - Network Analyst

Researches and analyses network architecture, and recommends policies and strategies for designing, planning and coordinating an organisation's network such as the total system environment and architecture. May also perform operational tasks such as monitoring system performance, software and hardware upgrades, backups, support and network maintenance.

261399 - Software and Application Programmer

Software and Application Programmers design, develop, test, maintain and document program code in accordance with user requirements, and system and technical specifications.

261313 - Software Engineer

Designs, develops, modifies, documents, tests, implements, installs and supports software applications and systems.

261314 - Software Tester

Specifies, develops and writes test plans and test scripts, produces test cases, carries out regression testing, and uses automated test software applications to test the behavior, functionality and integrity of computer software, and documents the results of tests in defect reports and related documentation.

262113 - Systems Administrator

Plans, develops, installs, troubleshoots, maintains and supports an operating system and associated server hardware, software and databases ensuring optimum system integrity, security, backup and performance.

261112 - Systems Analysts

Evaluates processes and methods used in existing ICT systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

313113 - Web Administrator

Designs, builds and maintains websites, and provides web technology solutions and services

261212 - Web Developer

Plans, produces and maintains websites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ICT Professionals such as Business Analysts, Web Designers and network and usability specialists.

Accounting ANZSCO Codes

221111 - Accountant (General)

Provides services related to financial reporting, taxation, auditing amongst others. This includes advice on associated compliance and performance requirements.

221112 - Management Accountant

Provides services relating to performance based financial reporting, asset valuation, budgetary system, cost management, pricing and the strategic governance of organisations.

221113 - Taxation Accountant

Analyses, reports and provides advice on taxation issues to organisations or individuals, prepares taxation returns and reports.

221213 - External Auditor

Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements.

Placement Process Summary

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| Conduct throughout the Placement process both Provider Placed - NSS and Own Employment - SS | <p>It is vital you set up a personalised professional voicemail on your phone and return all calls within 24 hours so you do not miss any important information regarding your internship.</p> <ul style="list-style-type: none"> • If you call us and we are unable to answer – call once, leave a VM and we will get back to you as soon as we are free • Please ensure if you are in PY class, please do not answer our calls, and send us an email/message to tell us that you can return our call on your break • You need to be contactable throughout the whole internship process. If we cannot get in touch with you and you become non-contactable, you may be delayed and fees will apply |
| Week 8 - 16 Attend the Internship Information Session | Attendance is compulsory and monitored |
| Week 16 Start of Placement Process | <p>Students will receive an email from the Internship Team to confirm their Employment Status.</p> <p>Students will be required to choose one of the following options:</p> <ol style="list-style-type: none"> 1) Non-Self-Sourced (NSS) - Provider Placed: If a student is not employed or does not have a confirmation letter of employment yet. 2) Own Employment/ Self-Sourced (SS): If the student is working in the field of their study (IT/Accounting) and is getting paid or at least have written confirmation from the company about their employment. Students will not or cannot be considered self-sourced without proof of written confirmation of their potential employment. 3) Host Company Lead (IT students only) - Students will have the option to refer a company that they want to intern at if they can provide specified information. This internship will not be considered approved unless all information is verified and the internship team conducted a site visit <p>Points to remember:</p> <ul style="list-style-type: none"> • It's very important to choose your employment status carefully as it will determine the next steps of your placement process. <p>Students have until week 20 to provide leads and no host leads will be considered after week 20</p> |

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| Week 16 - 18 | Receive and read the Internship Information Pack |
| Week 20 - 21 Book your pre-internship meeting and complete the Internship ELearning module | <p>You will be required to book your pre-placement meeting with your consultant using the link provided in the email. Consultations will be held via Zoom/Teams or can be requested face-to-face.</p> <p>Note: Please open the link on your laptop or PC to book your pre-placement meeting. If the link has expired and the student is unable to book in then they must contact their placement consultant ASAP.</p> <p>The inability to book the pre-placement meeting and being uncontactable can delay students' placement as well as graduation</p> |
| Week 22 - 23 Pre-placement meetings conducted | <p>Please be:</p> <ul style="list-style-type: none"> • On-time • In a quiet location • Dressed for an interview • Ready to answer mock interview questions and talk about your skills and experience |
| Week 22 - 25 Resume for Provider Placed/NSS | <p>To ensure that your Placement Consultant can source you the best possible placement, you will need to finalise your resume and email it to your Placement Consultant within 3 days of your pre Placement meeting, unless it is finalised within the meeting. This allows enough time to make any further amendments and begin to send your resume to host companies.</p> <p>Your resume needs to be up to standard, honest and accurate. If your resume edits are not submitted within 3 days of your pre-placement meeting, your internship and graduation could be delayed.</p> |
| Week 22 - 25 Documents for Own Employment | <p>Self-sourced students wishing to use their employment for internship fulfilment are required to submit the following documents by EOD Friday, week-25 so that your placement consultant can check and approve your self-sourced internship.</p> <ul style="list-style-type: none"> • A copy of your contract or proof of employment in the form of a signed letter from your Supervisor/mentor on company letterhead. • A detailed Job Description • Pay slips covering 6 weeks of your employment (if this is an existing job) • Student Employment Declaration form • Work from home checklist if work from home (this form will be provided by your Consultant after the consultation) |

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| <p>Week 22 - 25 Documents for Own Employment</p> | <p>ADDITIONAL REQUIREMENTS (IT STUDENTS ONLY)</p> <ul style="list-style-type: none"> • Your Employment Verification Letter. This must contain the company letterhead, your full name, job title, position description, dates of employment, type of employment (full-time, part-time, or casual), and address of the employment. This must indicate the employment verification letter was sent from the company's HR or authorised domain. • Recent bank or superannuation statement/transaction history that covers the same period as the pay slips |
| <p>Week 25 - 32 Prepare for and attend interviews with the host companies (NSS)</p> | <p>Preparation for Interview</p> <ul style="list-style-type: none"> • Complete Candidate Coach Testing - https://www.pecareercoach.online/ • Practice answers to interview questions. • Update or refresh your technical knowledge (related to Accounting or IT). • Ensure that your schedule is flexible and you are ready to attend interviews at short notice. This means you could be attending interviews on the same day as you are notified of an opportunity. <p>WIL Internship Placement Interviews</p> <p>You will attend interviews until you are successful in securing a Placement. It is compulsory to attend all interviews set up for you by Performance Education.</p> <p>If you cannot attend, you will need to notify your Consultant immediately, and this may cause a delay in your placement and graduation. The only reason you should not attend an interview is if you are in PY class. If this is the case, let us know so we can reschedule for you.</p> |
| <p>Week 25 - 32 Prepare for and attend interviews with the host companies (NSS)</p> | <p>Opportunities will be sourced for you based on the following criteria:</p> <ul style="list-style-type: none"> • Relevance to your field of study (Accounting or IT). • Mentored by someone who is qualified or experienced in this field. • Based in a professional environment that promotes learning and development. • Days available – you need to be available for 3 days per week minimum. If you inform us you are available for more, you need to be committed to this once successful. Companies may be flexible, but we cannot guarantee this so you need to be flexible and prepared to complete any day through Monday – Friday |

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| | <ul style="list-style-type: none"> Suitability is based on your preferences for location and days available (you may be required to travel up to 1.5 hours to and from your host company). Please note that your placement is not based on company type or size. Note that Hosts may require students to provide proof of their vaccination status at any point during the placement process, including prior to offer. |
| Week 32 - 34 | <p>Confirm Internship and Finalise documents.</p> <p>Ensure your fees are paid in full. If you have outstanding fees, you will not be commencing the internship and will be delayed further.</p> <p>Ensure your assessments are completed and your attendance meets the requirements</p> |
| Week 35 - 46 Commence and complete the 12 Week Internship | <p>Once your WIL Internship Placement has commenced you :</p> <ul style="list-style-type: none"> Are required to attend each agreed day. Are expected to achieve 100% attendance. May not change your agreed attendance days without prior approval from Performance Education and the Host Company. Are unable to take any leave/holidays. Please refer to the Leave and Deferral Policy and Procedure available on Moodle. <p>Sick Leave</p> <ul style="list-style-type: none"> If you are unwell on a scheduled placement day, you are required to let your Mentor and Placement Consultant know before you are due to start that day. If you are absent due to illness for two or more days, you will be asked to provide a medical certificate to your consultant. You are required to make up this time. <p>Any leave taken during the entire placement process, including the weeks leading up to it, will put your placement at risk of delay or failure. Prolonged periods of absence due to illness may result in the failure to meet the minimum attendance requirements.</p> |
| Evaluations | <p><u>You are required to submit evaluations via email at the 6-week and 12-week marks. Failure to do so will result in you not successfully completing all internship requirements and you will not be eligible for graduation.</u></p> <p>Students will also be required to participate in a Mid and Final Internship Meeting via Teams/Zoom. These are a compulsory part of the internship process and a graduation requirement</p> <p>A final review with your Mentor will also be conducted.</p> |

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| <p>Week 35 - 46 IT students ACS Online Course</p> | <p>IT Students will also have the ACS Professional Environment (PE) Online program to complete. You must attain a minimum of 15 CPD hours and ensure you are submitting the required reports. Please liaise with your assigned ACS Tutor regarding this. If you do not complete your online ACS course then you will not be eligible to graduate.</p> <p>Allow a two-week marking period at the end of the ACS online course.</p> <p>Graduation is dependent on the following:</p> <ul style="list-style-type: none"> • All results from ACS and Performance Education verified Student and Host mid and final evaluations are completed • Payslips for the 12-week internship period are provided (own employment only) • All fees are paid in full |
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Please note that if your internship is terminated, you will be required to pay an internship replacement fee and complete another 12-week internship with another host company.

We look forward to working with you and supporting you in your responsibilities to achieve the listed course outcomes. We are here to support you in completing the Professional Year program and developing the skills and experience you need to have a successful professional career in Australia.

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