

## Navitas Professional internship programs Internship Placement Agreement

Internship Placement Agreement between Navitas Professional Training Pty Limited (Navitas Professional) ABN 25 100 404 199 of Level 11, 17 York St, Sydney, NSW and:

Name of Intern: Yibo Wei

Program name: Professional Year Program

Host Company: Finpacific Treasury Systems

ACN: ABN:86 110 576 022

Address: Level 12, 309 Pitt Street, Sydney, NSW, 2000

For the period 07/03/2016 to 27/05/2016

The internship forms part of the Professional Year Program

The following describes the terms of the internship and the expectations and responsibilities of the parties to this agreement:

1. The purpose of this agreement is to ensure a meaningful, productive and successful internship experience for all parties.
2. The Intern is undertaking the Internship placement to assist in meeting the requirements of their training program.
3. The Intern agrees to comply with the Host Company's policies and rules, including any policies and rules relating to confidentiality, access to information, IT use, safety and security.
4. The Intern agrees to dress appropriately for work and to meet the other standards that the Host Company sets for its employees.
5. The Intern is not entitled to employment by the Host Company at the end of the Internship.
6. If the Intern being an international student fails to hold a valid visa that permits the holder to undertake this Internship in Australia for the duration of the Internship, or if the Intern breaches a term of this agreement and it is not rectified within 7 days after notice, Navitas Professional or the Host Company can terminate this agreement by notice to the other.
7. The Intern acknowledges that they have read and accepted the terms of your Privacy Policy which can be found at [navitas-professional.edu.au/privacy-policy](http://navitas-professional.edu.au/privacy-policy)
8. Neither the Intern nor the Host Company will receive any payment for the Internship, unless otherwise agreed to by the Host Company, Navitas Professional and the Intern.
9. If the Intern does not receive payment for the internship, then the Host Company agrees to only involve the Intern in work that would not have been done, on an ongoing basis, by a paid employee.
10. The Intern and the Host Company will ensure that the Intern's hours of duty are agreed by Navitas Professional and the Host Company in advance. The hours for this Internship are up to 40 per week.
11. The Host Company agrees to allocate a supervisor to the Intern as part of the mentoring process required for the practical component of the Intern's training program.
12. The Host Company agrees to involve and supervise the Intern in practical work and responsibilities that will enhance skills in the Intern's fields of study.
13. If the Host Company has any concerns after the commencement of the Internship or is contemplating terminating the Internship, it agrees to advise Navitas Professional immediately so that the matter can be resolved or alternative arrangements can be made for the Intern.
14. The Host Company agrees to monitor and record the Intern's attendance and to promptly advise Navitas Professional of any unscheduled absence from the workplace.
15. The Host Company agrees to have the Intern's supervisor complete the mid-internship report, and the Navitas Professional Internship Program Training Plan at the end of the Internship.
16. The Host Company confirms that it complies with applicable laws in the conduct of its business, including those relating to WHS/OHS and use and operation of its premises and that it will comply with DIBP, Fairwork and local state or territory requirements concerning the Internship.
17. If the Host Company does wish to employ the Intern at the end of the Internship, all negotiations relating to that employment will be conducted directly between the Intern and the Host Company. Navitas Professional will not be entitled to a placement fee of any type.

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18. The host company agrees to be included on the list of Industry Partners displayed on the Navitas Professional Careers & Internships website [navitas-internships.com/industry-partners](http://navitas-internships.com/industry-partners) ☒ Yes ☐ No
19. The Host Company acknowledges that they have read and accepted the terms of your Privacy Policy which can be found at [navitas-professional.edu.au/privacy-policy](http://navitas-professional.edu.au/privacy-policy)
20. Navitas Professional has screened the Intern to ensure compliance with any relevant visa requirements.
21. Navitas Professional holds liability and personal accident insurance cover for Interns in the Professional Year Program  
Details of the policies can be supplied by Navitas Professional upon request.
22. This agreement is governed by New South Wales law and subject to the jurisdiction of New South Wales courts.

**Navitas Professional authorised officer signature:**

Print name:

Date:

**Host Company authorised officer signature:**

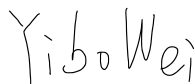


Host Company name: Finpacific Treasury Systems

Print name: Nicolas Naim

Date: 4/03/2016

**Intern's signature:**



Print name: Yibo Wei

Date: 04/3/16

**Navitas Professional**

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