

	<b>PYP Internship Placement Policy</b>			
	<b>Policy Scope:</b>	This Policy applies to all PY administration staff and PY candidates.		
	<b>Accountability:</b>	PYP Manager		
	<b>Date of Approval:</b>	14.12.2020	<b>Revision Date:</b>	Annual
	<b>QIBA Pty Ltd</b> ABN: 35 071 667 108   RTO 5304   CRICOS Provider No: 01515J			

## 1. Overview

The internship consists of a minimum 220 hours to be undertaken in no less than 10 weeks and no more than 16 weeks. The placement date is pre-scheduled to commence after the completion of the face-to-face class component.

## 2. Internship Types

**QIBA Sourced placement:** Internship sourced internally by QIBA or our affiliated third party recruitment company – Red6

**Own Employment:** an internship sourced by the Intern which utilises their existing or future paid ICT employment

**Self-Sourced:** an ICT internship obtained by the Intern but is NOT their own employment

**Remote placement:** an ICT placement located >200km or 2hrs travel time from the Intern's home.

**Regional placement:** a placement undertaken in another state/region in which QIBA does not deliver but is obtained through an Intern's own employment only.

**NOTE:** Own employment and Self-Sourced placements are subject to due diligence and an approval process. Certain documentation is required to substantiate the employment/internship

## 3. Provider-Sourced placement

An Internship sourced internally by QIBA

- QIBA engage a third party Internship Host Recruitment Company – Red 6
- QIBA or Red6 will source your Internship placement

## 4. Own Employment

An internship sourced by the Intern which utilises their existing or future paid ICT employment.

The Intern must notify the [py.internship@qiba.edu.au](mailto:py.internship@qiba.edu.au) team by Week 24 of their intention to use their own employment as their Internship. This must first be approved by QIBA before they can start recording their hours.

The Intern will be required to provide the following information and documentation:

- Business name and ABN

- Proof of Employment i.e. their last 2 pay slips
- Job Offer on company letterhead, branding, or logo
  - If the letter does NOT contain company branding it must be demonstrated that the contract or offer has been sent to you from an email address linked to the company's web domain, and contains an email signature that lists the company representative name and details
- Position Title and start date of employment
- Position description and corresponding ANZSCO code
- Working hours (full-time/part-time/casual/contract or temp)
- Business address
- Phone number
- Supervisor's name, direct number and email

This information must be emailed to: [py.internship@qiba.edu.au](mailto:py.internship@qiba.edu.au)

On receipt of the above information the Internship Coordinator will contact the host employer. Should the application be successful the Intern cannot commence recording hours until they have completed all face-to-face classes and passed all Assessments. The Internship placement times are to coincide with the ACS PE online course.

## 5. Self-Sourced

An ICT internship obtained by the Intern but is NOT their own employment

- Self-sourced Internships must be in an office environment, unless a Remote Working Environment is approved during the Covid-19 period
- Self-sourced Internships cannot be:
  - Sole Traders or Partnerships
  - Migration Agencies
  - Any company currently hosting 2 or more PY Interns
  - Absence of a structured ICT department or a minimum of 3 paid ICT employees
- QIBA will contact the organisation to arrange a site inspection and will send you the required documents if it is deemed a suitable placement

**NOTE:** ACS reserves the right to request information to examine, review and, potentially, decline any self-sourced placement.

## 6. Remote Placement

An ICT placement located >200km or 2hrs travel time from the Intern's home.

- A placement located >200km or 2hrs travel time from the Intern's home.

- Self-sourced or own employment is permitted.
- Fees may be incurred:
  - Any fees incurred by QIBA in undertaking the monitoring/site visits to a remote placement will be covered by the Intern

## 7. Regional placement:

A placement undertaken in another state/region in which QIBA does not deliver but is obtained through the Intern's own employment only.

- The only time a self-sourced placement can be requested in another region is if the Intern elects to transfer to a PY Provider, who delivers in the region, to manage the Internship and the completion of the Program.
- Fees may be incurred:
  - The Intern will incur any and all fees charged by the new PY Provider and ACS.
- You must return the signed Agreement to [py.internship@qiba.edu.au](mailto:py.internship@qiba.edu.au) on that day.
- You then commence your Internship on the specified date

**NOTE:** Interns cannot start the Internship placement until the QIBA PY Internship team have the signed Agreement (signed by the intern and the supervisor).

## 8. Internship Type Confirmation

- If the Intern is working in IT, or applying for paid employment in IT that they may want to use as your Internship, they must advise the Placement Officer at week 24
- If they intend to source their own Internship, they must advise the Placement Officer at week 24
- If they require the Internship team to source the placement, they must advise the Placement Officer at week 24.
- The Internship team will begin to source the placement at Week 24, following confirmation of Provider Placed requirement.
- The Intern cannot change their mind after nominating a Provider-Sourced Placement. If they do change their mind within 6 weeks prior to the Internship deadline, or if an opportunity arises where they no longer require a Provider-Sourced placement, a penalty will be incurred by the Intern
  - \$275 + GST (changing from Provider sourced to 'Own Employment' within 6 weeks of deadline)
  - \$550 + GST (changing from Provider sourced to 'Self-sourced' within 6 weeks of deadline)

## 9. Expectations for Interns:

- Interns must have an active voice mail with a professional recorded message
- Respond to all phone calls and email messages within 24 hours
- They must not cancel or change a scheduled interview with any less than 24 hours' notice.
  - Notice must be provided directly to your Internship Coordinator at [py.internship@qiba.edu.au](mailto:py.internship@qiba.edu.au), together with a medical certificate or evidence of extenuating circumstances.
  - Failure to do so will result in you having to source your own internship and have it approved and assessed by the Internship Manager prior to commencement.
- **Do Not** be late for your internship interview.
- The intern will be covered by insurance for injury as a consequence of internship workplace injury.
- The intern is able to cease the internship and transfer to an alternative internship with permission from QIBA only if there is a genuine and valid cause to do so. Failure to adhere to host employer workplace requirements may lead to cancellation of the internship.
- In accordance with Australian workplace legislation, the Professional Year Internship is the equivalent to the Fair Work Act 2009's definition of a vocational placement. That is a formal work experience arrangement that is part of an education or training course and is lawfully unpaid.
- Should an intern be approved to use their paid employment as the internship then remuneration is between the employer and employee. Workplace insurances will also be the responsibility of the employer.
- Interns agree to strict confidentiality in relation to any information relating to the host employer.