

	<b>QIBA PYP Regional and Remote Placement Policy</b>			
	<b>Policy Scope:</b>	This Policy applies to all PYP candidates enrolled, and PY staff and contractors engaged, by QIBA.		
	<b>Accountability:</b>	Compliance and Risk Manager		
	<b>Last Date of Review:</b>	18.02.2021	<b>Reviewed:</b>	Annually
	<b>QIBA Pty Ltd</b> ABN: 35 071 667 108   RTO: 5304   CRICOS Provider No: 01515J			

## 1. Definitions

**Remote placement** - A placement located >200km or two hours travel time away from the student's home.

- A student is permitted to source a remote placement using their own employment or self-sourced. If due diligence monitoring of the Internship placement, e.g. initial WHS site inspection and mid-term visit, incur costs, this will be at the student's own expense.
- Additionally, a provider placement may be permitted if the internship and required travel time is agreed to by the student.

**Regional placement** - Any placement undertaken in another state/region in which the PYP does not deliver but is only obtained through a student's own employment.

- Providers are not required to source a placement for a student who wishes to relocate to a region in which the PYP does not deliver after program commencement.
- The only time a provider-placed internship or self-sourced placement can be requested is if the student elects to transfer to a PYP who delivers in the region. This will be at the student's own expense.

## 2. Policy

QIBA must ensure that all host organisations meet Due Diligence to determine host company suitability. This includes a review of both the physical working environment and the capacity of the business to provide a meaningful internship.

Vetting remote and regional workplaces includes:

- Host Organisation Suitability Assessment
- WHS Site Inspection
- ACS Host Organisation Code of Conduct

Furthermore, the below company attributes are **not permitted** when approving a **Remote or Regional** placement request:

- Sole Trader or Partnership
- Migration or Visa Agency
- Any organisation currently hosting two or more PY Interns, or
- Absence of a structured ICT department or a minimum of 3 paid ICT employees. NOTE: an organisational chart with staff names, job titles, and relevant ANZSCO codes must be provided as substantiation of appropriate ICT infrastructure within a self-sourced host company.

**NOTE:** No payments, incentives, or services are to be exchanged or offered by host organisations or students for the purposes of internship engagement. If a PYP or ACS identifies such misconduct, the associated party will be notified promptly of relevant action and/or investigation, which may include program termination or cessation of agreement.

#### Host Organisation Suitability Assessment for Self-Sourced Remote placement

- Business Name (including “trading as” or any other related businesses trading out of the same location)
- ABN
- Publicly listed status
- Primary address of the business
- Industry
- ICT internship roles available within the business (and relevant ANZSCO codes)
- Organisational profile – products and services provided
- Year the company was established
- Total number of paid staff
- Number of dedicated ICT staff employed in paid roles
- Overall number of interns currently undertaking placement with company
- Total number of PY interns who have undertaken internship placement with company over the last 12 months (across all PY Providers).

#### Version Control and Change History

Version Control	Date Effective	Approved By	Amendments Made
1.0	11/09/2021	Louise Hodder	First issue
1.1	24/11/2020	Sally Mooney	Reviewed and added to handbook
1.2	20/01/2021	Louise Hodder/Sally Mooney	Added - company attributes are <b>not permitted</b>
1.3	18/02/2021	Sally Mooney	New format and accountability