

HOST COMPANY **GUIDE**



ECA is an approved Accounting & Information Technology Professional Year Partner with the following professional bodies:



Education Centre of Australia

MORE THAN A GREAT EDUCATION

The Education Centre of Australia (ECA) is a modern and diverse educational institution which emphasizes innovation and excellence in educational programs across a wide range of disciplines in demand in Australia. With 3 campuses conveniently located in Sydney, Melbourne and Brisbane. ECA has a strong history of providing quality, career-oriented education for both undergraduates and postgraduates. ECA also partners with Victoria University to deliver higher education programs and officially represents the VU Sydney campus. The ECA Group of colleges are fully accredited and registered with the Australian government regulatory bodies. ECA's group of colleges includes a higher education college for Business and Project Management (Asia Pacific International College), a vocational college ECA Graduate Institute (EGI), an English college (EL SIS), and of course the ECA Professional Year and Internship program formulated and governed by the ACS, IPA, CA and CPA.

PROFESSIONAL YEAR

SMIPA (ACCOUNTING)

The Professional Year Accounting program equips our students with the professional and practical skills required to work in the Accounting industry in Australia. This course is one of the pathways from university to employment within Australia.

The course consists of 30 weeks of classroom training, followed by a 12 week unpaid Internship related to accounting. During the Internship our students and their supervisors will create a training program. This will be monitored and revived by our Internship team during the Mid Placement interview. The Host company may assign reasonable administrative work to the

intern, so long as that the work relates to and contextualize interns professional work experience and training. The remaining time may be spent on general administrative tasks. After successful completion of the Internship the students will graduate and be on their way to a satisfying and prosperous career.

Our program has been identified and endorsed by the Australian Government to bridge the skills shortage in the Accounting industry. By offering an Internship to our students in the PY Accounting program you will play a valuable part in bridging this gap.

I was given multiple interview opportunities and upon securing my Internship I was eventually hired as a full time employee just one month after commencement.

I gained a lot of skills and valuable knowledge that related to my academic background that I never gained at University. Working under the Director's supervision gave me the opportunity to absorb his knowledge and experiences.

Anisa Amalia
SMIPA Graduate v



PROFESSIONAL YEAR

PYP(IT)

Developed by the Australian Computer Society (ACS), the ICT Professional Year Program provides International IT graduates from Australian universities with the practical skills and training required to enhance their career prospects.

The course consists of 30 weeks of classroom training, followed by a 12 week unpaid internship related to IT. During the Internship our students will complete a log book and their progress is closely monitored by our Internship and Academic team. After

successful completion of the Internship the students will graduate and be on their way to a satisfying and prosperous career.

The Education Centre of Australia is an accredited provider of the ACS Professional Year Program in Computing/ICT in Melbourne, Sydney and Brisbane. The program provides IT professionals with an additional pathway from university to employment within Australia, offering job-readiness training and an invaluable 12 week IT Internship placement.

Interacting with ECA was always very easy from day one and everything was very well organised.

I started my internship by working on Business Process Mapping using ITIL and I moved on to take various other roles when they came.

I was involved in CRM evaluation, Business proposal Developments, IP Telephony Migration and eventually Cloud migration of On Premise Mail Servers.

Roshan Raghuveer Kamath

PYP IT Graduate

THE BENEFITS

Many Australian companies are taking on interns because it involves them in the training of our future workforce, increases cultural diversity within the office and brings fresh new ideas to the forefront. Here are some of the top reasons organisations are embracing interns:

The feel good factor

It always feels good to help others, in this case young talented Graduates who are about to embark on a career in Accounting or IT. You will be nurturing the next pool of talent which could be beneficial in your future recruitment drives. You will be contributing to bridging a skills shortage gap in the Accounting and IT sector. Hosting an intern can also boost your organization's corporate responsibility profile.

Discover new talent

Our students are filled with enthusiasm and eager to learn new skills. We often find our host company offering our students paid employment after the voluntary work-experience. This can save your organization significant costs associated with recruitment.

Professional Development for Management

Mentoring a student during the 12 week internship will give your Team Leaders and Managers an opportunity to improve their management and mentoring skills. A Manager willing to mentor is a leader who has the organizational values at heart.

Extra resources for projects

Many of our students have great computer skills and will be able to assist with some of those projects you have been planning to do for a while, but did not get around to.

No cost, no obligation

We are simply here to assist our students with their career development. There are no fees or charges to participate in our Internship program. We are here to make the Internship program easy for you to access. We can assist you with a training program, set-up interviews and provide feedback to interviews, all FREE of charge.

Benefit from multiple language skills

Our students come from all over the world, and many speak multiple languages. If your clientele is culturally diverse this could be a great opportunity to utilize these language skills.

TIPS FOR A SUCCESSFUL INTERNSHIP

Motivation

The most important ingredient to a successful Internship is the genuine desire to help. By offering an Internship you will provide guidance and mentorship to enthusiastic graduates who are about to embark on a successful career.

Purpose

The Internship should ideally be integrated as part of your organisational goals. By purposely aligning your organisation's corporate objectives and strategies, you will benefit through increases in productivity whilst addressing your staffing needs.

Supervision

Close communication with the students is a major factor for a good Internship. This can be ensured by assigning the intern to a supervisor who will maintain close contact with the students' progress and will respond directly to any concerns that may arise.

Responsibilities

One of the initial steps in establishing an Internship requires the provision of a clear description of the intern's duties and responsibilities. A well-defined set of expectations in relation to the intern's position should be provided; and the participants should be treated as professionals in an on the job training program/role.

Hosting an ECA Intern opened interesting opportunities for APAC Business Systems and ICT as it allowed us to look at how we introduce someone new into the aspects of how ICT delivers service into the Business.

Our ECA Intern was a great addition to the team. He was always eager to learn and provide value to the team. It has also been a great opportunity to watch our team share their knowledge and nurture the start of someone's career.

Kim Campbell

APAC - Host company

WHY IS THE INTERNSHIP UNPAID? I DON'T BELIEVE IN PEOPLE WORKING FOR FREE!

And we agree! Our students have invested a lot of time and hard work in their education. They understand the competitive nature of the employment market and as such are very keen to invest voluntary time to gain an employment advantage.

Some Internship programs charge the students to have their internships organized. We don't agree with this, the Internship component of the Professional Year is offered to our students as an additional service to give them a competitive edge after graduation. Our Internship program is on a part-time basis and limited to a 12 week learning experience. An Internship is not an employment agreement; it is a learning and development opportunity. The Fair Work Ombudsman can provide you with the guidelines around unpaid work experience.

INTERESTED?

HERE'S HOW YOU CAN APPLY TO BECOME A REGISTERED HOST COMPANY:

The first step is to e-mail us internship@eca.edu.au. We would like to get to know our Host companies and as such our Industry Liaison will organize a visit to understand your Business and culture. We will prepare an appropriate Internship plan with you and select students most suitable to your organization. Please feel free to contact us regarding ideas, concerns, questions, or other inputs you may have.





ECA

PROFESSIONAL YEAR

Sydney Campus

55 Regent St, Chippendale, NSW 2008
02 9318 8171

Melbourne Campus

Lvl 7, 399 Lonsdale St, Melbourne, VIC 3000
03 9600 1984

Brisbane Campus

Lvl 1, 126 Margaret St, Brisbane, QLD 4000
07 3210 7474

Ph: 1300 780 520

Web: www.professionalyear.info

Email: internship@eca.edu.au

CRICOS Provider 02644C

