

1. About the Program

- a. The Professional Internship Program is structured around finding a suitable workplace observation and supervised practice in the Interns' field of study. ECA Internships facilitates a Professional voluntary period of workplace observation, training and supervised practice with an approved host company for the primary purpose of consolidating the Intern's knowledge, understanding and skills in the field of study being undertaken or completed. Professional Internships are unpaid internships. Refer *section 17*, Fair work Act and unpaid Internships.

2. Types of Internship/ Term of Internship

- a. A potential candidate seeking an internship may choose to make an enquiry, termed as a Forward Internship.
- b. A potential host company seeking an Intern may choose to make an enquiry for an existing Internship Opportunity termed as a Reverse Internship.
- c. Internship term is generally 10-12 weeks, 20 hours per week. The Professional Internship Program will automatically terminate after the Internship term is completed.

1) Application Process – Forward Internships

- a. A Forward Internship involves five stages. These are:
Potential Candidate Enquiry > Registration > Offer > Placement > Closure
- b. Once an enquiry is received, ECA Internships will send the candidate a registration link.
- c. The registration process requires the candidate to provide all necessary information to assess the candidate's eligibility including completing a letter of objectives, a Universal Cognitive Aptitude Test (UCAT) and Video Interview.
- d. If the candidate meets the eligibility criteria and based on the candidate's letter of objectives, UCAT results and Video Interview, the candidate may then be provided with an offer of enrolment into the Professional Internship Program.
- e. Candidates are then required to review and confirm acceptance of the offer within 5 business days of receiving the letter of offer and make an enrolment fee payment.
- f. ECA Internships will then initiate sourcing a suitable placement based on the candidate's registration information and will aim to secure placement confirmation within five weeks from the Offer Acceptance. Candidates will be required to attend Interviews at one or more host companies sourced based on the candidate's registration information.

- g. Once selected by a host company, the candidate will move to the placement stage. If, however, a candidate fails in an interview, ECA Internships will aim to provide up to two more opportunities for an Interview to find a suitable placement. If a suitable placement is not established, the candidate will not be charged a placement fee. Enrolment fees, however, are non-refundable.
- h. A selected candidate will then receive placement confirmation and will need to pay the placement fee prior to his/her Internship start date and prior to the Professional Internship – Deed of Agreement and Training plan being signed.
- i. Once these documents are signed, the candidate will commence his/her professional Internship based on the date mentioned in the Professional Internship-Deed of Agreement.
- j. During the Internship a dedicated ECA Internship consultant will be available to respond to any queries.
- k. The Intern will need to complete a final report again to be reviewed by the host company supervisor and signed by the Host company representative, ECA Internships representative and the Intern. Once completed and post completion of the Professional Internship Program the Intern will receive a feedback form to comment on the experience and will also receive a certificate of completion of the Professional Internship Program.

4. Application Process – Reverse Internships

- a. A Reverse Internship involves seven stages. These are:
Potential Host Company Enquiry > Targeting > Registration > Shortlisting > Offer > Placement > Closure
- b. ECA Internships may receive an Internship opportunity from an existing client or a new client.
- c. ECA Internships will discuss the potential opportunity with the Host Company and work collaboratively with the host company to develop a Training Plan. If suitable candidates are readily available from ECA Internships talent base, these candidates be selected for an interview. If, however suitable candidates are not available from ECA Internships talent base, ECA Internships will then advertise the opportunity to potential candidates.
- d. Candidates will then be required to register their interest for the opportunity. The registration process requires the candidate to provide all necessary information to assess the candidate's eligibility including completing a letter of objectives, a Universal Cognitive Aptitude Test (UCAT) and Video Interview.
- e. If the candidate meets the eligibility criteria and based on the candidate's letter of objectives, UCAT results and Video Interview, the candidate may then be shortlisted for an Interview for the opportunity the candidate has applied for. The opportunity is identified by the opportunity ID.

- f. Once the host company has made a selection for the opportunity, the candidate is then provided with an offer to enrol in the Professional Internships Program. Candidates are then required to review and confirm acceptance of the offer and make an enrolment fee payment.
- g. The selected candidate will then receive placement confirmation and will need to pay the placement fee prior to his/her Internship start date and prior to the Professional Internship – Deed of Agreement and Training plan being signed.
- h. Once these documents are signed the candidate will commence his/her professional Internship based on the date mentioned in the Professional Internship- Deed of Agreement.
- i. During the Internship a dedicated ECA Internship consultant will be available to respond to any queries.
- j. The Intern will need to complete a final report again to be reviewed by the host company supervisor and signed by the Host company representative, ECA Internships representative and the Intern. Once completed and post completion of the Professional Internship Program the Intern will receive a feedback form to comment on the experience and will also receive a certificate of completion of the Professional Internship Program.

5. Eligibility Criteria for Interns

- a. **Age:** Over 18 years of age –Document - Passport Copy for ID and Age check.
- b. **Work Rights Check:** Documents to Check – Australian Citizen- Passport copy. All others Visa with work rights – Check on Vevo for conditions. Student subclass 500 are restricted to 20 hours per week inclusive of Internship time.
- c. **Education:** Have completed OR have an equivalent qualification of AQF of 5 or above. Documents – If currently pursuing – Certificate of Enrolment/ proof of course enrolment. If completed – Certificate of completion.
- d. **English Language:** Either your Language of instruction of your Bachelors’ is in English or IELTS with a band 6 or PTE 50 – Documents IELTS /PTE certificate (with 3 years eligibility) or enrolled in an ELSIS course at ECA* or have completed year 12 studies with English as the language of instruction.
 - *EL SIS – General English – Level 5 upper intermediate and above or Cambridge FCE (First Certificate in English), CAE (Advanced English).
- e. **Other Factors -**
 - i. Letter of Objectives: All potential candidates are required to complete a letter of objectives expressing their objectives of learning from the Internship Program. ECA Internships will review this to see if a suitable host company match can be made available. If not, the candidate will be advised of the reason for rejection.

- ii. Universal Cognitive Aptitude Test: Potential candidate scores must at minimum be 50%. Scores lower than 50% will be considered ineligible on case to case basis with other parameters in mind. For more details visit <https://www.criteriacorp.com/solution/ucat.php>

6. Insurance Cover

- a. ECA agrees to maintain, “Voluntary Workers” insurance coverage which applies to the Intern during the Professional, voluntary period of workplace observation, training and supervised practice with the Host Company.

7. Fees

The Professional Internship Program fees is based on the internship field chosen by the potential candidate. The fees have been divided in to two parts:

- 1) Enrolment Fee:** The potential candidate must pay the enrolment fee of AUD 350 (inclusive of GST) as part of the offer acceptance process.
- 2) Placement Fee:** Once a placement is confirmed, potential candidates will receive a placement confirmation. Candidates must then make the placement confirmation fee prior to the Deed of Agreement and Training plan being signed and prior to the commencement of placement.
- 3) Other payment related charges applicable:**
 - Ezy pay load fee: AUD 2.20 (Inclusive of GST). Applicable only once for new customers
 - Visa/Mastercard payment surcharge: 1.82% of Invoice Total Due
 - AMEX Commission Fee (Per transaction): 4.14%
 - Direct debit fee: 0.73 cents per transaction
 - Failed payment fee: AUD \$9.70 (Inclusive of GST)
- 4) Job Guarantee Fee:** The job guarantee program is an opt-in service available to candidates that enrol in the professional internship program. The fee for the service is AUD \$950 and must be paid in full upon acceptance of the job offer. ECA Internships has 90 days from the date of completion of the Professional Internship Program to source a job offer for the candidates. If ECA Internships successfully sources a job opportunity within 90 days of completion of the Professional Internship Program and the candidate accepts the offer, then AUD \$950 must be paid by the candidate to ECA Internships prior to the full offer letter being released. However, if the candidate does not accept the job offer sourced by ECA Internships then the candidate need not pay the AUD \$950 job guarantee fee. The offer once made must be confirmed within 2 working days by making the Job Guarantee Fee payment. Once the offer is accepted by the candidate, the AUD \$950 fee is non-refundable.

Please refer to the table below for Internship Fields and prices

Programs	Enrolment Fee	Placement Fee
Information Technology, Accounting & Finance, Marketing, Software Development, ERP and Project Management	AUD \$350	AUD \$940
Other specialised internship fields	AUD \$350	AUD \$1640

8. Cancellation and Refund Policy

- a. The enrolment fee is non-refundable if a potential candidate decides not to proceed with the Professional Internship Program once an offer is accepted by the candidate.
- b. The placement fee is non-refundable once placement confirmation is accepted by a potential candidate. If a candidate decides not to proceed with the professional Internship program after placement confirmation acceptance, placement fee is non-refundable.
- c. If under special circumstances beyond controls of ECA Internships a Professional Internship is terminated after placement, ECA Internships will endeavour to find an alternate suitable placement for the candidate. If an alternate suitable placement is not possible within 4 weeks, a candidate may opt for a full refund of the placement fee.

9. Termination

ECA Internships may terminate the Professional Internship Deed of Agreement at any time by giving one week's notice to the Intern if:

- a. The Intern does not collaborate with the Host Company and work towards the Agreed Training Plan.
- b. Section 8c applies.
- c. The Intern breaches the code of conduct at the Host Company.
- d. The intern displays inappropriate behaviour at the Host Company which is a breach of the code of conduct and is not capable of remedy.
- e. The intern displays inappropriate behaviour at the Host Company; however, the breach is capable of being resolved through counselling and dialogue between ECA Internships, the intern and the host company. In such a situation ECA Internships will provide a written notification to the Intern to rectify the breach within 5 working days of the written notification.
- f. The intern breaches the warranty contained in clause 12.
- g. If ECA Internships is unable to find a suitable placement even after 3 Interview opportunities being provided to the candidate.

10. Indemnity

- a. The Intern fully indemnifies ECA Internships regarding all or any claims, proceedings, action or judgement made or in respect to any claim of loss, liability, expense, or damage suffered by ECA Internships arising out of the Professional Internship Program.

11. Exclusion of Liability

- a. Except for the rights of cancellation and refunds as described in clause 8, ECA Internships excludes all liability to the intern.

12. Intern's Warranty

- a. The intern warrants that any and all information, provided to ECA Internships as part of the Registration process for the Professional Internship Program or otherwise provided by the Intern is accurate, true, complete and not misleading or likely to mislead.

13. Force Majeure

- a. ECA Internships will not be responsible or liable for any failure to deliver services if the situation is force majeure, i.e. if the situation is beyond the reasonable control of ECA Internships. This clause does not excuse payment of monies due.

14. Professional Internship Deed of Agreement

- a. Once a potential candidate accepts placement confirmation, the candidate is required to sign the Professional Internship Deed of Agreement. This a tri party agreement that must be executed by the Host Company, ECA Internships and the potential Candidate.

15. Professional Internship Training Plan

- a. Once a potential candidate signs the Professional Internship Deed of Agreement, the candidate must then sign the Training plan. The Training plan list the plan the candidate will go through during the 12 weeks of placement and the process to be followed to complete the final report. The Training plan is also sign by ECA Internships and the Host Company thus confirming the plan of training agreed by all parties involved.

16. Intellectual Property

- a. The potential candidate assigns to the Host Company all Intellectual property rights of any kind (anywhere globally) including copyright created by the candidate in course of or in connection with the placement.

17. Fair Work Act

- a. The Professional workplace observation, training and supervised practice is not a vocational placement for the purposes of the *Fair Work Act* 2009. For more details please see <https://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships>

