



TERMS AND CONDITIONS

Services

1. ECA Pty Ltd will provide (unpaid) Interns to a relevant Host Company for a period of minimum 220 hours worth of work. This can take place over a 12 week period at the Host Company's discretion.
2. The Host Company must clearly instruct ECA Pty Ltd on the specific requirements of an Intern and all necessary duties to be performance during the fixed period of Internship

Term

3. All relevant terms outlined in this agreement will commence when the Internship Program begins from the Commencement Date and remains in force until the Conclusion Date.
4. If the Host Company considers any nominated Interns to be unsuitable for reasons of performance and/or other fault, then the Host Company may request ECA Pty Ltd to terminate the appointment of such Intern by giving 1 week's written notice.

Intellectual Property Rights

5. All intellectual property rights in all work performed by Interns for the Host Company becomes on creation, the property of the Host Company. All students of ECA Pty Ltd are bound by a compliance clause to abide by all rules of engagement outlined by the Host Company.

OH&S

6. The Host Company must have in place relevant OH&S, anti-discrimination, privacy policies and procedures and must ensure Intern(s) work under conditions that comply with those policies and procedures; such as, ensuring a safe working environment and providing all relevant equipment.
7. ECA Pty Ltd and the Host Company will do all things necessary to investigate (and if possible resolve) any complaint of breach of any OH&S, discrimination or privacy laws.
8. The Host Company will provide all appropriate equipment, resources and consumables necessary to perform the tasks required during the period of the Internship Program.

Insurance

9. All Interns from ECA Pty Ltd are comprehensively covered by the ECA's public liability insurance policy for the duration of the agreed Internship period.



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General Terms and Conditions

10. The Internship does not constitute an Employment Agreement or any offer of employment neither with ECA Pty Ltd nor the Host Company.

11. All Interns being presented to Host Companies have completed all required modules in order to be eligible for an Internship.

12. Interns must be allocated to an appropriate Supervisor from the Host Company throughout the duration of the agreed Internship Program.

13. Upon completion of the Internship Program, the Host Company will provide a Letter of Reference confirming the successful completion and compliance of the Intern. Should a Host Company fail to issue a Letter of Reference upon completion, ECA Pty Ltd will issue a Letter of Reference on their behalf.

Host Company _____

Contact _____ Position _____

Signature _____ Date _____

The Host Company acknowledges that acceptance of a potential Intern, or the resume of a potential Intern or interviewing a potential Intern introduced by ECA Pty Ltd will be deemed to be an acceptance by the Host Company of these Terms and Conditions

This agreement comes into effect upon confirmation of commencement of an Intern with the allocated Host Company.
ECA Pty Ltd reserves the right to change or modify these terms with no prior notice