

REQUIREMENTS FOR PARTICIPANTS OF THE PROFESSIONAL YEAR AT ECA

All participants are responsible for knowing the requirements that apply for inclusion in the program. Failure to understand a requirement does not excuse a participant. Failure to meet a requirement will result in exclusion and/or non-completion of the program and forfeiture of all fees, paid and payable.

This document must be signed for receipt of application.

IT IS A PROFESSIONAL YEAR:

That is 52 weeks even though a participant may complete the activities at between 44 to 48 weeks.

There is no early completion.

Participants must allow 52 weeks from the commencement date, not the application date, to receive appropriate paperwork to apply for migration.

No early paperwork or completion advices will be provided.

ATTENDANCE AND COMPETENCE REQUIREMENTS:

80% of classes must be attended.

100% attendance is required for Internship.

PICT/PACT must be successfully completed.

Participant can be failed at any point in the program.

All assessment tasks must be successfully completed. If not the participant will fail the program

LATENESS:

All classes start at 9.00am sharp. If you are not there at that time you will be marked absent.

VISA, VALIDATIONS:

Participants must have 12 months minimum validity (52 weeks) from the date of commencement, not the date of application.

All paperwork and documents supporting participation in the PY such as IELTS must have validity for 52 weeks from the commencement date.

AGE:

Participants must be under 30 years of age at course completion to gain maximum age points for migration.

Participants can undertake the course if older but need to determine the value of migration points that are awarded.

FEE PAYMENTS, WITHDRAWALS, EXCLUSION:

There are no deferments of fees.

There are no allowances for withdrawals.

Once accepted you are responsible for the full course fee.

It is the participant's responsibility to pay all fees on time.

You may withdraw of your own volition but all fees are due and payable.

If you withdraw, or are dismissed or are otherwise excluded from the PY course all fees are due and payable.

LATE FEES – LATE PAYMENT PENALTY – EXCLUSION FROM COURSE:

Where a participant elects to pay by installments they must pay each and every installment before the due date.

ECA does not provide "reminder" notices.

All fees must be paid by the due date otherwise late fees of \$50.00 per week apply.

That is, just one day late the weekly late fee applies.

If the due date is a non-working day such as a Sunday, Public Holiday or a Saturday where front desk staff are not available you must pay before the due date.

If you are away or otherwise busy you must pay before the due date.

When using EZIPay or bank transfer if there are insufficient funds in your account or credit card the fee is unable to be paid and you are late.

Where a participant is more than 35 days overdue their enrolment will be cancelled.

To rejoin a re-enrolment fee will apply and all outstanding payments and penalties must be paid.

There are no exceptions.

If any requirement is unclear or not understood please see the PY coordinator. These requirements must be read in conjunction with information provided by the professional organization, migration agents and government regulations. All participants must inform themselves of conditions associated with the PY program. ECA does not accept responsibility for the completeness nor accuracy of the information provided. This document may be edited at any time. Participants must ensure that they have the latest document.

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ACCREDITATION OF QUALIFICATIONS:

This applies to ACS participants Qualification Accreditation is for 24 months. A 12 or 24 month extension may be possible.

Explanation: Accreditation lasts for 24 months from the advice letter date which can be 3-4 months after the course completion. However, the extension can only be granted up to 23 months from qualification completion. As an example: Complete qualification in July 2007, must apply for extension before June 2009. Accreditation Letter dated October 2007 valid until October 2009.

CONTACT WITH STUDENTS:

You must provide a valid email address that you will actively monitor at all times. We must be able to contact you.

If we are unable to contact you or get a response from you within 14 days we will assume you have withdrawn from the course and will advise the appropriate PY organization and the department.

LEAVE:

There is no allowance for leave. You must complete each component of the PY.

There is no leave for IELTS, CPA or any other test or exam.

Any leave granted is at the discretion of ECA and will only be considered in exceptional circumstances and must be in writing.

Any sick leave must be supported by Medical Evidence certificates. All evidence is independently validated.

Special, Urgent or Family leave may be allowed depending upon the circumstances and timing.

Any type of leave may result in your course being extended and therefore these rules must be considered in the light of new circumstances

ABSENCE FROM SYDNEY OR MELBOURNE:

If you intend to be away from Sydney or Melbourne at any time, for any reason, over the full 52 weeks of the Professional Year you must seek permission from the PY coordinator in writing prior to the absence.

If you do not advise ECA we will assume you have withdrawn and advise the appropriate PY organization and the department.

CORRESPONDENCE:

All correspondence must include your name, student number, telephone contact and the name of your group's trainer's name, EG John Smith, 12345678, 0425362876, John Freeland's Group

INTERNSHIP:

Internships are 220 hours completed over a minimum of 10 weeks.

Internships are approved and administered by ECA.

Internships are usually unpaid.

Internships are offered on a best effort basis. On some occasions the work may not match your desired area of specialization. Internships are for work experience and not as a basis for future employment. You must complete the internship offered. In the event that you choose not to do the internship offered you will be responsible for finding an alternative internship host. Once an internship is offered you are obliged to complete the internship.

If undertaking an internship found by yourself it must be approved in writing by the internship office before commencement.

Once started you must complete that internship.

You cannot withdraw or change to another internship.

Failure to complete the approved/agreed internship will result in failure of the course.

All participants are encouraged to seek internships with companies with which they have direct relationship such as their current employer.

Participants must not contact Internship service companies directly. This can lead to additional unnecessary fees being paid by you..

Participants may not solicit payment or future job roles.

This is unprofessional and will result in exclusion from the PY.

PLAGIARISM:

All work undertaken must be the participants own work.

Plagiarism is defined as "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work"

Any plagiarism will result in the immediate exclusion from the PY. No warnings will be issued.

ADVICE TO EXTERNAL CERTIFYING AUTHORITIES

ECA will advise authorities including the professional organizations and government departments of failure to adhere to these conditions and rules. If ECA becomes aware of changes in a participants status it will advise appropriately

Signature: _____

Date : _____

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