

HOST COMPANY TERMS AND CONDITIONS

Services

- ECA Pty Ltd will provide (unpaid) Interns to a relevant Host Company for a minimum of 220 hours of work. This can take place over a 12 week period at the Host Company's discretion.
- All Interns being presented to Host Companies have completed all required modules in order to be eligible for an Internship.
- Commencement of the Internship will be determined by the agreed Commencement Date and these Terms and Conditions will remain in force until the Conclusion Date.

General Terms and Conditions

- The Internship does not constitute an Employment Agreement or any offer of employment with either ECA Pty Ltd or the Host Company.
- The Host Company must provide ECA Pty Ltd with a brief job description and indicate to ECA Pty Ltd the range of duties to be performed by, and the range of competencies required of the Intern during the period of the Internship.
- Interns must be allocated to an appropriate Supervisor from the Host Company throughout the duration of the agreed Internship Program.
- The Host Company will provide all appropriate equipment, resources and consumables necessary to perform the tasks required during the period of the Internship Program.
- Upon completion of the Internship Program, the Host Company will provide a Letter of Reference confirming the compliance of and successful completion by 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.
- Should the Host Company consider that an ECA Intern is in breach of any of the terms of the Student Contract (in relation to attendance, performance and/or other fault), it can report its concerns to the ECA and request appropriate intervention, counseling and conciliation to resolve the problem and, should that prove not possible, to terminate the appointment of such Intern after the elapse of one week from the initial complaint.

Education Centre of Australia

Victoria University Sydney Centre, Level 2, 3 & 4, 545 Kent Street, Sydney

NSW 2000 Telephone: 1300 780 520, Fax: 02 9283 3609

<http://www.professionalyear.info> email: internship@eca.edu.au

Intellectual Property Rights

- All intellectual property rights in all work performed by Interns for the Host Company become 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.

Occupational Health and Safety

- 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.
- 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, anti-discrimination or privacy laws, policies and/or procedures.

Insurance

- 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.

Terms and Conditions: agreement with and changes to

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

Host Company			
Contact Person		Position	
Signature		Date	

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