

PROFESSIONAL YEAR INTERNSHIP APPLICATION FORM AND STUDENT CONTRACT

www.professionalyear.info

Personal details			
Student ID number			
Family Name			
Given Name			
Middle Name			
Date of Birth/...../.....		
Postal Address			
Email address			
Home Phone number		Mobile	
Course details			
Course Name	SMIPA (Accountancy) <input type="checkbox"/>	PYP (ICT) (IT) <input type="checkbox"/>	
Course Start Date			
Completion Date			
Availability and other details			
No. of days available per week			
Preferred days (Mon to Fri)			
Current Employer			
Nature of business			
Current schedule at Job			
Additional Documents Provided			

- Resume (Please tick if attached with the application)
- A generic Application Letter (Please tick if attached to the application)
- Student Contract (Please tick if signed and attached to the application)

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

STUDENT CONTRACT

Method of Finding Internship (cross out the one that does not apply to you)	
I will arrange my own Internship <input type="checkbox"/>	I will accept an ECA arranged Internship <input type="checkbox"/>
Eligibility criteria for Internship assistance (do not answer questions if arranging your own Internship)	'Yes' or 'No'
I am enrolled in the SMIPA / PYP IT	
I have completed the first 13 weeks of class room training	
I am available at least three days a week over Monday to Friday to do a part time Internship	
Co-operate with the IPA in providing an Internship for me to successfully complete SMIPA / PYP IT program	
I am available to go for an Interview on any day (provided I have a 24 to 48 hours of prior notification)	
I am able to travel within the Sydney region (Inner West, South, East, North & West) for my Internship	
Once notified of an Interview I will attend that interview in accordance with the details provided by IPA	
If selected by the company to do an Internship I will begin the Internship as per the day and time advised by the IPA	
Once I have started an Internship I will complete that Internship within the agreed time frame	
Submit a signed 'Job Description' form (in the Student Internship Log Book) within the first week of my Internship	
Complete the 'Weekly Diary' (in the Student Internship Log Book) and submit it signed by my supervisor every third week	
Ensure that my Employer completes the 'Internship Evaluation Form' (in the Student Internship Log Book) and submit the completed form to my IPA	
Comply with the agreed internship attendance requirements, including punctuality and the provision of timely notice and medical certificates in case of unavoidable absences	
Comply with minimum industrial, occupational health and safety, EEO, anti-discrimination and privacy laws and requirements	

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Eligibility criteria for Internship assistance (do not answer questions if arranging your own Internship)	'Yes' or 'No'
Represent ECA in a manner that does not compromise the integrity, reputation or relationship of the ECA and IPA with the Host Company in any way	
Provide my IPA at least two weeks' notice should I arrange my own Internship at any time after submitting this application for Internship assistance from ECA	

Student Declaration

- I declare that the information provided on this form, my Cover/Application Letter and my Resume is correct and complete.
- I acknowledge that ECA reserves the right to vary or reverse any decision on the basis of incorrect or incomplete information.
- I understand that if there is any violation of the above agreement and/or the eligibility criteria I will be responsible for arranging my own Internship (subject to the normal approval requirements).

Student signature	Date
Approved by (IPA)	Date

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