

ECA Professional Year Internship HOST COMPANY REGISTRATION

Host Company Information	
Company Name	
Office Address	
Website	
Office Phone No.	
ABN	
ACN	
Primary Business Activity	
Name of contact, role	
E-mail	

Comments from ECA Industry Liaison (ECA Staff Section Only)

COMPANY REQUIREMENTS and ADDITIONAL INFORMATION (IT)

Department Name					
Number of IT Staff on site with Intern/s					
Amount of Interns required:	1	2	3	4	Other:
Comments:					
Level of Qualification:	Bachelor degree	Master degree	Other:		
Comments:					
IT Operating Environment:	IBM	APPLE	ORACLE	UNIX	Other:
Comments:					
Types of IT Work Participation by Intern:	Data Administration	Systems Programmer	IT Support	Business Analyst	
	Maintenance	Design & Development	Project Management	Database Programmer	
	Processes Mapping	ERP	SAP	Programming	
	Other:				
Comments:					

COMPANY REQUIREMENTS and ADDITIONAL INFORMATION (Accounting)

Department Name					
Number of IT Staff on site with Intern/s					
Amount of Interns required:	1	2	3	4	Other:
Comments:					
Level of Qualification:	Bachelor degree	Master degree	Other:		
Comments:					
Accounting Operating Environment:	SAGE	MYOB	ORACLE	QUICK BOOKS	Other:
Comments:					
Types of Accounting Work Participation by Intern:	Accounts Payable	Accounts Receivable	Reconciliation	Tax Returns	
	BAS	Payroll	Invoicing	Financial Services	
	Auditing	Stocktake	Data Entry	Superannuation	
	Other:				
Comments:					

Host Company Terms and Conditions

Services

- ECA Pty Ltd (ECA) will provide Interns to a relevant Host Company for a minimum of 240 hours of work. This must take place over a minimum 10-12 week period.
- The Internship will commence only after an agreed commencement date and schedule is determined by the Host Company with the intern and approved by ECA.
- The Internship is an opportunity for the Graduate to gain practical work experience. Monetary support or transport allowances may be offered at the Host Companies discretion however a Host Company cannot charge any fees or expenses to the Intern for this work experience to take place.

General Terms and Conditions

- The Internship does not constitute an Employment Agreement or any offer of employment with either ECA or the Host Company.
- The Host Company will provide ECA with a job description clearly outlining the range of duties to be performed and the range of skills and competencies required of the Intern during the course of their Internship.
- The Host Company may assign administrative work to the intern so long as a minimum of 50% of assigned work is relevant to the Interns field of interest (either Accounting or IT).
- The Host Company will assign an appropriate Internship Supervisor to mentor the intern. The Internship Supervisor will be present and available to support the Intern with any queries for the majority of their Internship. Should the assigned Internship Supervisor not be available, an appropriate qualified replacement will be assigned.
- All assigned Internship Supervisors must have relevant qualifications consistent with the field to which the Intern is pursuing in their Professional Year Program.
- An assigned Internship Supervisor will sign the Interns Logbook on a weekly basis and provide feedback on the progress of the Intern to an ECA account manager when requested.
- The Host Company will provide all appropriate equipment, resources and consumables necessary to perform the tasks required during the period of the Internship Program.
- The Internship will take place in a suitably located and accessible professional office. Home office locations do not meet the requirements for a Professional Year approved Internship.
- Upon completion of the Internship Program, the Host Company may provide a letter of reference outlining the tasks and competencies of the intern.
- Should the Host Company consider an ECA Intern is in breach of any of the following (attendance, performance, and/or any other company policy) they may report their concerns by contacting the ECA account manager. The company can request that the Internship be terminated or alternatively the company may choose to counsel the graduate to rectify the issue.
- Commencement of an Intern with the allocated Host company confirms that the Host Company has agreed to place and mentor this student for the 240 hours and minimum 10 week duration of the Internship.

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 are bound by a compliance clause to abide by all rules of engagement as outlined by the Host Company.
- ECA grant approval that if a host company has an internal intellectual property policy that they can request this form to be signed by the graduate.

Workplace Health and Safety

- The Host Company will provide ECA with documentation outlining their WH&S, anti-discrimination, and privacy policies and procedures. Further the Host Companies will comply with and ensure a safe working environment for the Intern as outlined in the policies and procedures provided.

Insurance

- All Interns from ECA Pty Ltd are comprehensively covered by the ECA's Voluntary Workers Insurance for the duration of the agreed Internship period.

Host Company Declaration

I have read, understood and accepted the terms and conditions as outlined above.

I acknowledge that these terms and conditions will remain in force until the Internship completion date.

Host Company			
Contact Person		Position	
Signature	X _____	Date	