

Please **SCAN** and **EMAIL** this completed form to internship@eca.edu.au.
 The subject line of your email should be in the following format:
Student Name – Student Number – Internship Registration Form
No Hard Copies will be Accepted. Thank you

Personal details

Title: _____ First name: _____ Family name: _____
 Date of birth: _____ Gender: Male Female
 Postal address: _____
 Phone number: _____ Email: _____

Emergency contact - Australia

Name	
Contact Phone Number	
Postal Address	

Course details

Course Name	
Course start date	
Graduation date	

Other

Mode of Transport	Public Transport	Own car
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Profile and Preferences

IT Students

Operating Environment	IBM	APPLE	ORACLE	UNIX	OTHER
Areas of Interest (Please list)	Data Administration	Systems Programmer	IT Support	Business Analyst	
	Maintenance	Design & Development	Project Management	Database Programmer	
	Process Mapping	ERP	SAP	Programming	
	Other:				

Accounting Students

ORACLE	SAGE	MYOB	ORACLE	QUICK BOOKS	OTHER
Areas of Interest (Please list)	Accounts Payable	Accounts Receivable	Reconciliation	Tax Returns	
	BAS	Payroll	Invoicing	Financial Services	
	Auditing	Stocktake	Data Entry	Superannuation	
	Other:				

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Please tick to confirm you have read and agreed to each term and condition

1	I understand I MUST complete the compulsory ECA PY Internship Placement as an essential component of both Accounting PY and ACS PY before ECA PY graduation.	
2	I understand that my Internship cannot start before Week 30 (as per Accounting PYP & ACS rules). PY Internship is for 12 weeks, 3 days per week (245 hours in total).	
3	I understand that travel may be required to attend Placement Interviews and/or Internship.	
4	I understand that I must submit my Internship preference (ECA sourced, Self-Sourced, or Professional Employment-based internship) to the Internship Department by week 21 of the Program.	
5	I understand that the Internship Department arranges Internship Placements during Weeks 22 to 26 of the program and that if I am absent during that time and unavailable for placement consultation, referral and placement my Internship and ECA PY completion date may have to be postponed.	
6	I understand that 100% attendance during my Internship is expected, that the ECA PY Attendance and Leave policies apply to my Internship, and that non-compliance will put my completion and graduation at risk. I understand ECA will not recognise employment as a valid excuse to not attend scheduled classes or my Internship	
7	I understand that all students must complete and submit a updated CV and Cover by week 20 of the PY course. The Internship Department cannot commence preparations for Internship Placements until this requirement is met, and ECA PY completion and Graduation will not be possible.	
8	I understand that I have to be available to go for a Placement Interview on any business day provided I have 48 hours of prior notification, and I will attend that interview in accordance with the details provided by my Internship Department	
9	I understand that once I have signed an Internship Agreement I have to comply with the commencement date, attendance requirements and training program specified in that Agreement.	
10	I will comply with all Australian Industrial, Workplace Health and Safety, EEO, Antidiscrimination and Privacy laws and requirements.	
11	I will represent ECA in a manner that does not compromise in any way the integrity, reputation or relationship of ECA with the Host Company.	
12	I will comply with the agreed internship attendance requirements, including punctuality and the provision of timely notice and medical certificates in the event of an unavoidable absence.	
13	I understand that ECA will consider that I am in breach this Contract and my Internship Agreement, may withdraw me from my Internship and may cancel my ECA PY enrolment if I breach the Student Code of Conduct or breach Australian Industrial Relations, Workplace Health and Safety, EEO, Anti-discrimination and/or Privacy laws and requirements. I understand such actions would be subject to ECA PY Appeal policies and procedures	
14	I understand that if I decide to find my own Internship, I must notify the Internship Department with my selection, an appropriate application form and attached documentation by week 21 of the ECA PY program	
15	I understand that the self-sourced Host Company must be assessed and approved by the ECA Internship department and that a Job description must be approved by an Internship consultant. The self-sourced host company assessment will be based on compliance criteria of respective governing bodies (Accounting PYP and ACS).	
16	I understand that this approval process may take up to 4 weeks from the date my application for and COMPLETE supporting documentation has been submitted and that if I submit my application later than Week 25, my Internship Approval and commencement may be deferred.	
17	I understand that I am not allowed to complete the ECA PY internship with other education providers or migration agents. This will create a conflict of interest and application will be rejected.	
18	I understand that if my Self-Sourced Internship request is rejected I must complete an Internship provided by the ECA Internship Department.	
19	I understand that the Internship Department will endeavor to ensure that I am offered an Internship Placement to suit my competencies and circumstances, but that if I repeatedly decline to attend Interviews or decline offered Placements on grounds considered unreasonable by both the Internship Department and Host Company, completion of my Internship and the ECA PY program may be extended beyond 12 months, and my ECA PY enrolment may be cancelled, subject to the ECA PY Appeals policy and procedures.	
20	I understand that I must meet the performance requirements of my Training Plan, and submit the required First Progress Report at the end of Week 6 of my Placement, and my End of Placement Report in Week 12. I understand that failure to submit either or both of these Reports may result in my Internship being cancelled.	
21	I understand that an Internship Officer will conduct a Mid Placement Monitor (site visit, or SKYPE) and that both I and my Placement Supervisor must be available.	

22	I understand that, if dissatisfied with my Internship, I and/or my Host Company Supervisor should attempt to resolve those issue internally, but if such resolution is not possible, I and/or my Supervisor may raise the concern with my Internship Officer.
23	I understand that an Internship Officer may call or visit my Internship Host Company at any time to investigate and concerns or problems arising from the Placement, concerns or problems which may be raised by either myself or my Supervisor or by a third party.
24	I understand that I need to return verbal or written communication from the ECA Internship Department within a reasonable amount of time generally accepted by Australian Business Practice (generally within 2-3 business days). I fail to return e-mail or phone-based communication while in Internship placement, an Internship Officer will raise the issue with my Supervisor, and my Internship Placement may be discontinued. accordance with the self-sourced guidelines and my Graduation may be delayed.
25	If I am found to have falsified internship documents, CV information, or provided untruthful information on my interview, my internship may be terminated, subject to ECA PY Appeals policy and procedures.
26	I understand that I am not allowed an internship with a Self-Sourced host company if the host company is host to more than 2 current students (whether ECA or other Educational institutions).
27	I understand I am not allowed Self Sourced Internships with franchises of fast-food or retail outlets unless the Internship is hosted in the corporate headquarters of the franchise brand and is supervised by a qualified IT professional or Accountant. Internships in individual branches of a franchise are not allowed.
28	I understand that if my Internship Placement is discontinued by my own actions or cancelled by the ECA Internship Manager I may have to start a new Placement and defer my program completion and graduation; OR my enrolment may be cancelled, subject to ECA PY Appeals policy and procedures.
29	I understand regional internships (outside of Sydney, Melbourne and Brisbane metro area's) will be only considered in case of professional full-time employment, or reputable self-sourced company. Fees for compliance site pre-placement visit will apply.

Student Declaration

- I declare that the information provided on this form is correct and complete.
- I acknowledge that ECA reserves the right to vary or reverse any decision on the basis of my providing incorrect or incomplete information.
- I acknowledge that ECA may amend the conditions of this form at its sole discretion and that ECA will notify all students in writing of any changes.
- I have read, understood and accepted the terms and conditions as outlined above.

Signature: _____ **date:** _____

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