



**PROFESSIONAL YEAR
STUDENT INTERNSHIP GUIDE**

WELCOME TO YOUR PROFESSIONAL YEAR INTERNSHIP GUIDE!

If you've chosen the Professional Year program you, like many other recent graduates realized, how difficult it can be in today's competitive labor market. The reality is that it's hard to have experience, without an opportunity to get experience.

Internship with ECA PY program will give you that competitive advantage by:

The opportunity to test all that preparation interviews and CV writing classes in the "real-life setting".

The opportunity to show off and further develop your professional skills and transform your theoretical knowledge to practical experience

Exposure to an Australian professional work environment in which you can improve your cross-cultural skills, develop your interpersonal and communication skills and build your network of professional contacts

The opportunity to add professional experience on your CV.

WHAT INTERNSHIP OPTIONS ARE THERE FOR PY STUDENTS?

We understand students are joining the ECA PY program in different stages of their professional life. Some as fresh graduates trying to advance their career and some as seasoned professionals with their career tracking in the right direction.

ECA PY is split into 2 key stages: the classroom-based theoretical preparation in week 1-32 and the Internship placement from week 33-44.

The internship placement can cater to all stages of your professional development and with all the skills and experience gained throughout the PY course will make you a more desirable candidate with all the relevant skill set.

Please note that PY program is governed by Australian Computer Society (ACS) for IT students and CPA, and Chartered Accountants for Accounting program. The host company eligibility criteria will have to comply with their regulations.

You will have three Internship options to best suit your circumstances and preferences:

- An ECA organized placement with an approved host company
- A student sourced internship if you are not professionally employed but have personal contacts who are able to provide a professional internship
- A professional employment-based internship if you have already secured professional employment and want to complete your internship with your employer



ECA Internship Placement

ECA Internship placement is a preferred option for many of our students. Our Internship Team will closely look at your relevant skills and experience and match your profile with the relevant host company. However, if your skill set is too specialized we might not be able to guarantee a 100% match! You might also have to participate in a formal selection process by the host company.

What do you need to submit?

- Your CV (your trainer will guide you in the process)
- Brief Cover Letter so we can get to know you and your skills better

Please submit your preference and CV with Cover Letter in week 20-23 of your PY course! Late submissions will result in delays in processing time.

Student-Sourced Internship

Student might have an professional ambition to seek an internship opportunity with a host company that is currently not a ECA Internship partner.

This is possible and you will be able to approach the proposed host company with a ECA PY Host Company Assessment and Agreement Form and Internship Training Agreement Form outlining the program Terms & Conditions and also the requirements to host Professional Year (PY) intern.

Every self-sourced host company must be approved by and will be visited by an Internship consultant!



“I am very grateful to ECA Internship department to provide me an opportunity to do an internship with Honest Team. I learned so many new skills and knowledge which will help me in my future career. While doing my internship I got familiar with Australian Workplace environment. Overall internship period was my golden opportunity to learn more skills and knowledge in my area and I grabbed it.”

Purushottam Thapa
ECA PY Graduate

What are the host company selection criteria?

1. Professional office environment:

Office space has to be clean, WHS certified and offer a positive environment for integrated learning and professional performance. It has to have a suitable workstation for an intern (desk, chair, and computer).

We DO NOT approve an home-based office unless it is fully dedicated as an office space with a supervisor allocated to the student.

2. Dedicated supervisor with relevant education and skill set:

Internship is not independent project work. It will require a dedicated supervisor to help you create a training plan, organize and supervise your training and work program, cooperate with the ECA internship department on Mid-placement and End of placement Reports.

When choosing the host company make them aware of this step.

3. Host company full-time staff:

The host company MUST have at least 2 full-time staff members. Small single owner/ operator businesses are NOT a suitable environment for your internship placement.

4. IT, or Accounting relevant business:

Internship placement has to be relevant to the field of study and can't be based on unrelated job description (Example: marketing, admin). Please make sure you only approach relevant companies to avoid delays in processing of your application.

What do you need to submit?

- ECA PY Host Company Assessment and Agreement Form and Internship Training Agreement Form
- "Job description" on host company letterhead outlining the tasks you will be required to do. This document MUST have your full name and residential address to ensure it was designed specifically for you.

Professional Employment Based Internship

This category of internship placements has been created for all those students already working in their professional field.

If you are in this situation and wish to nominate your employer as your placement host company, you will have to complete, with your supervisor/ employer, a ECA PY Host Company Assessment and Agreement Form, an Internship Training Agreement Form and an Internship Training Plan Form outlining the program terms and conditions and also the requirements to host Professional Year (PY) intern, and details of the placement training and work program.

What are the eligibility criteria for professional employment based internships?

1. Professional Employment in IT, or Accounting:

Your job description and position title will reflect you are working within your professional field. Marketing, sales, retail etc. will not be considered suitable positions.

2. Professional office environment:

Office space has to be clean, WHS certified and offer positive environment for integrated learning and professional performance. It has to have a suitable work station for an intern (desk, chair, and computer).

We DO NOT approve a home-based office unless it is fully dedicated as an office space with supervisor allocated to the student.

3. Manager/ Supervisor is willing to cooperate:

We will be visiting every host company and employment-based internships are no exception. **Please inform your supervisor about your course requirements, as we will need their cooperation in the internship process.**

What do you need to submit?

- ECA PY Host Company Assessment and Agreement Form.
- Copy of employment contract.
- 2 recent payslips.

IT vs Accounting... what's the difference?

IT Students:

The PY course for ICT graduates is governed by ACS (Australian Computer Society).

After your enrollment, ACS will send you an email with a link to their compulsory (PE Online-Professional Environment) course. Please follow the instructions and complete the online orientation.

To get the most out of your Professional Year Program and free ACS membership for the duration of the course, make use of the online courses and networking events provided by ACS. You will get an invitation via email and easy access to all CP accredited courses.

Week 29!!! It is when you HAVE to start your online PE course. The link

with all the information regarding the PE online component will be sent to your email, so make sure your contact details are always up to date. Failure to start on time will result in a ACS imposed fee of \$990.00!

IT skills and Internship:

Well-structured CV is the key!

Make sure you list only the technical abilities you can demonstrate and explain! You might be asked to perform a task on the spot!

Always upskill!!!! The demanding job market is highly competitive and you will have to compete against other skilled individuals

Be flexible and get more opportunities! Being highly specialized in a particular are might make it hard when looking for an internship opportunity! Be open-minded and experience the diversity with the IT industry!

Accounting students:

Accounting PY Program is helping professional accounting graduates to secure internship placement in an professional environment.

The accounting and finance industry is constantly reinventing itself and the expectations on graduates are high. Keep up with the newest industry accounting trends, programs, take free online courses and try to get your hands on online program tutorials.

Accounting skills & Internship:

Well-structured CV is the key!

Make sure you list only the technical abilities you can demonstrate and explain! You might be asked to perform a task on the spot!

Highlight all the programs you can demonstrate technically!!!

MYOB, XERO, and Quickbooks are a few of the most widely used programs. If you did included any of those in your CV make sure you can demonstrate them when asked on the interview!

Excel is still IN!!!! Do not underestimate the good old Excel. Many accounting companies will rely on it for part of their work. Proficiency in Excel can get you through an interview!



Flowchart

Week 18:

Internship action required email will be sent out to you requesting confirmation of internship type.

Week 20:

Confirmation of Internship Placement (ECA sourced, student-sourced, or professional employment-based internships).

Week 23-32:

Internship department will process your application and depending on your selection organize interviews with host companies, contact you for further clarification on documents provided or send confirmation of your internship placement.

Week 29-32:

Internship placement finalized and confirmed.

IT students will receive link to the online PE course.

Week 31-32:

Host company will develop a training plan and you need to submit the form to internship@eca.edu.au

Week 38-39:

The Mid-Placement form will have to be submitted to your consultant/ placement officer in week 6. This will be followed up by Mid-placement visit, or other suitable technology platforms

Week 41-42:

The End of placement form will have to be submitted by week 12 (final week) of the internship placement and submitted to your consultant/ placement officer.

This will conclude your internship process. Please note these steps are part of every internship cycle and can't be skipped, or postponed based on personal preference.

We at ECA Internship department wish you all the very best on your Professional Year program journey and look forward to guide you on your internship journey!





Sydney Campus

55 Regent St, Chippendale, NSW 2008
02 9318 8171

Melbourne Campus

Level 7, 399 Lonsdale Street, Melbourne VIC 3000
03 9600 1984

Brisbane Campus

Level 1, 126 Margaret Street, Brisbane QLD 4000
07 3210 7474

www.professionalyear.info | applypy@eca.edu.au