

## Internship FAQ's

Here is some useful information, designed to give you an understanding of the Internship process, and the required documents for self sourced Internships.

### **When do I need to start preparing?**

Weeks 15 – 20 - prepare your Internship resume, or Internship documents – below for documents required

Complete the Elearning Internship module - you will be emailed details of this prior to consultation

### **When will I meet with my Placement Consultant?**

During your 6<sup>th</sup> subject (weeks 22/23) – you will receive an invitation to book in a consultation prior to this

### **Can I find my own Internship?**

Yes, you have the option to source your own paid or unpaid internship as long as it meets the requirements below:

- Your position is related to your field of study (IT or Accounting), and at least 80% of your tasks are related to your study
- You are a paid employee of the company or you have an unpaid internship
- If you are on a contract, this should cover your Internship period
- You are supervised by someone who is experienced / qualified in this field. For accounting students, you ideally must have someone in the company who is registered with a professional body such as CPA or CA, or who can demonstrate their relevant experience and suitability as a Mentor
- Your office space (must be a commercial property) is compliant with nationally recognised WHS (Work Health and Safety) standards
- Your employment/internship is at least 21 hours per week over a minimum of 3 days per week for 12 consecutive weeks
- You are working in a professional business environment and have your own desk space
- There is a fully functional IT/ACC department (For unpaid interns, there has to be a minimum of 3 people in your team)
- For unpaid interns, you cannot intern in a sole trader, partnership, migration or visa agency, or any organisation that is hosting two or more PY interns
  
- Unpaid accounting internships are not permitted

**Note - all self sourced Internships need to be approved by your Placement Consultant, in line with the guidelines from our professional bodies**

### **What type of documents will I need to provide?**

The required documents will depend on whether the Internship is paid or unpaid, and will include (but are not limited to) the following:

#### **Paid Internships**

- Self Sourced Questionnaire - **will be emailed to you in week 20**
- Payslips covering a 6 week period
- Job Description
- Contract / Letter of confirmation
- WFH form or company WHS Policy

#### **Unpaid Internships**

- Self sourced Questionnaire – **will be emailed to you in week 20**
- Letter of confirmation
- Training plan – outline of what tasks they will do
- Organisational chart
- If you are an Accounting student, confirmation of Mentor's Accounting registration, or other documents to confirm Mentors experience and suitability
- A site visit will be conducted prior to internship start date

### **What if my Internship is NOT approved?**

If all your documents have been submitted on time and your Internship is NOT approved, then your Placement Consultant will find you a suitable Unpaid Internship with one of our Host companies