



Accounting Professional Year Program: Internship Placement Policy

1. Purpose

Top Education Institute (TOP) recognises the importance of the 12-weeks student internship placement in order to complete the requirements of the Accounting Professional Year Program (Accounting PYP).

TOP is committed to ensuring internship placements are organised in an approved Australian workplace where each student will complete relevant accounting tasks to provide each student with relevant training and experience for their future professional life. This is particularly in the areas of culture, ethics and expectations in the workplace.

The internship placement arrangements will meet relevant requirements of the three accounting bodies (CPA Australia, the Institute of Chartered Accountants Australia and New Zealand, and the Institute of Public Accountants). TOP will also engage in ongoing monitoring of the students in their internship placements.

2. Guidelines

This policy is to ensure that internship placements are effective and positive learning experiences with a seamless and integral alignment to completing relevant accounting tasks. In this respect, TOP will ensure that:

- all student internship placements involve work considered relevant to 'accounting' related positions.
- each internship placement provides students with important practical foundations that assists with their practical development and provides practical hands-on learning.
- each internship placement emphasises workplace preparation particularly in relation to culture, ethics and expectations of professional accounting life.
- each internship will be of good quality, and selected from a range of role and industries.
- all students will be provided a safe workplace with access to support when required. This includes that each internship placement will take effective steps to monitor the wellbeing of students, provide educational and other support if needed and manage critical incidents should they eventuate.
- each internship placement will be in a suitable workplace environment with proper supervision, adequate capacity, and is well equipped to undertake their duties in monitoring and providing the students with the greatest learning experience.
- all students will be offered internship position sourced by TOP or its business

partner, in accordance with the Accounting PYP compliance and relevant workplace relation requirements.

- any active student involvement in sourcing their own internship will be encouraged and rewarded as this often leads to a more rewarding experience and ongoing employment. TOP will provide adequate guidance and support. However, TOP will ensure that the designated work place will provide appropriate training and a safe working environment.
- all students have opportunities to choose their preferred work place offered by TOP or its business partners. In this respect, TOP will ensure that students have equal opportunities to choose their internship in terms of job role, company culture, working environment and location amongst other things.
- all students can access TOP staff for any issues that occur during their internship and TOP staff will ensure that the issue is addressed and resolved by communicating with the hosting company. TOP may also change a host company for students in inappropriate circumstances.
- arrangements for internship placements will be formalised in an agreement, setting out the expectations for the parties involved and the outcomes sought for students. The provider's monitoring processes will demonstrate compliance with the agreement, which should include provision for periodic on-site or electronic contact with a student in the workplace and their supervisor.
- all TOP APYP relevant staff must read and understand the Provider Manual and ensure that they follow the Manual properly.

3. Procedures

Stage	Key Concept	Expectations
1	Seminars by TOP and its business recruitment partners	Students are expected to attend two (2) seminars to learn about the process of finding a suitable internship and applying for internship placements.
2	Confirmation about arranging internship	An instruction email will be sent out by TOP to students regarding suitable internship placements. Students must reply to the email to confirm whether they have made their own arrangements for an internship placement or whether they would like TOP to source them an internship placement.

		<p>If a student has made their own arrangements for an internship placement, the student will be required to complete relevant TOP forms to approve its self-placement. TOP will need to liaise with the student's supervisor and conduct a visit to the workplace in order to confirm that the position meets the requirements of the Program.</p> <p>Students may apply for partial refund or deduction of their total payable amount if their Self-Sourced Internship has been approved by TOP.</p>
3	Screening of Resumes	<p>Students are required to attend an interview with TOP or its business recruitment partners.</p> <p>Proof reading of resumes is needed as well as a 'Soft copy' of students resume is required for sending out to companies.</p>
4	Internship placement Process	<p>Students are required to attend an interview with host companies. Notification of interview details will be emailed to students as well as a telephone call for confirmation.</p>
5	Confirmation of Internship and Program Details	<p>Upon successful interview, students will be advised of which host company they will be working for and internship details.</p> <p>This is sent by email and a followed up by a telephone call.</p> <p>A mutual agreement should be signed by three parties and returned to appointed staff.</p>
6	Progress and Review	<p>Interns and employers will be contacted to check on progress. When the internship has finished, interns will be brought in to TOP for a review and to provide feedback on the host company.</p> <p>A logbook recorded attendance should be returned to appointed staff.</p>

4. Remote Internship Placement Procedures

- An instruction email will be sent out by TOP to students regarding suitable internship placements. Students must reply to the email to confirm whether they have made their own arrangements for an internship placement or whether they would like TOP to source them an internship placement.
- If a student wishes to undertake their internship in a location where TOP has no physical presence, an internship coordinator may allow them to participate. When that occurs, TOP needs to contact a local delegate to

work on the site visit.

- TOP will need to provide the details of the delegate to CPA PY managers prior to engaging them.
- The delegate will need to conduct a physical visit to the host employer prior to the approval of the internship and a site visit check list document must be completed and saved on the student file on Google Drive.
- An internship coordinator must conduct a mid-point check via video conference.

5. Other Procedures and Further Details

Email and emergency contacts will be provided to students so that they can contact the relevant staff of the host company directly.

Before commencement of an internship placement, the student and the host company must agree on the expectations and responsibilities of both parties. In general this document will likely take the form of a Memorandum Of Understanding and will be set out by the appointed staff.

It is the responsibility of the TOP to ensure that the following have been agreed prior to commencement:

- allocation of a suitable hosting company;
- knowledge of student's learning goals;
- allocation of responsibilities;
- timelines for completion of tasks; and
- feedback from hosting company and students.

6. Insurance

TOP will provide adequate cover for students on an internship placement. The host company will also provide adequate cover for students attending their business premises. Students will also be covered by TOP's public liability policy. Students will not usually be covered by WorkCover.

7. Resolving Difficulties on Placement

If there are problems arising from a student's performance or behaviour on an internship placement, these should be discussed in the first instance with the student.

If not resolved, then TOP should be consulted. The same processes applies if the student experiences any difficulties in relation to their learning and/or performance.

8. Completion

Students will conduct a final presentation after their internship placement has concluded. This will cover such topics as presenting on the background of the hosting company, what they have learnt from internship, what issues (if any) happened during the internship, how they applied professional year knowledge to solve the issues and concluding with their future career plan whether that is with the hosting company or otherwise.

9. Responsibility

It is the responsibility of TOP staff to ensure that the requirements of these procedures and quality assurance are complied with.

10. Terms of Use

TOP reserves the right to change these terms and conditions at any time without prior notice.