

## INTERNSHIP AGREEMENT

This is a formal agreement between ATMC, the intern and the Host Company.

Intern details		
Student Name		
Student ID		
Professional Year Program	Accounting PYP <input type="checkbox"/>	ACS <input type="checkbox"/>
Phone number		
Email		
If currently employed by the company noted below, How long? (or N/A)		

Internship Timeframe				
Internship Dates	Start date	End date		
Attendance Times & Days	am –	pm	Mon	Tue Wed Thu Fri
Duration	Hours/day	Total Weeks	12	Total Hours

Host Company details	
Company Name	
Company Address	
Internship Location <i>(if different from above)</i>	
Website (if applicable)	
Office phone number / email	
Supervisor's name	
Supervisor's title	
Supervisor's phone number	
Supervisor's email	

ATMC / Internship Management Partner	
ATMC / Internship Partner	
Contact person	
Phone number	
Email	

## Aims of the Internship

The internship constitutes the Work Integrated Learning (WIL) component of the ATMC Professional Year Program. The internship is an opportunity for Professional Year students to gain practical work experience. It is an integral component of the Professional Year Program. Students must successfully complete an internship as a prerequisite of Graduation from the program.

The purpose of this agreement is to ensure a productive and successful internship experience for all parties.

## The parties contributing to this agreement

- Party 1. The Intern – *the ATMC Professional Year Student performing the internship*
- Party 2. Host Company – *the company providing the internship placement, and/or Supervisor – the person representing the Host Company who provides supervision, mentoring, support & performance reviews to the intern*
- Party 3. ATMC – *the provider of the Professional Year Program*, References to ATMC may also include ATMC's Internship Management Partner representing ATMC and named on this agreement

## Obligations of the parties

### The Intern

- ) The intern will commence his/her internship only after an agreed commencement date and schedule is determined by the Host Company with the intern and approved by ATMC.
- ) The intern must attend an induction program prior to commencement of the internship.
- ) The intern is obliged to follow the Host Company's policies and rules – including compliance to safety requirements and all other relevant procedures and work instructions.
- ) The intern agrees to be punctual and work for the number of hours and on the specified days as agreed with the Host company.
- ) The intern must advise the Host company with appropriate advance notice if he/she is unable to attend or is running late on a scheduled work day.
- ) If the intern is absent for all or part of a scheduled work day, they must provide a suitable reason with supporting evidence – e.g. a medical certificate
- ) The intern must make up for any time taken off such that the required total hours worked are met.
- ) The intern accepts that leave is not granted during the internship. Only under extenuating circumstances can an application for leave be lodged, and this will be considered on the merits of the case presented. If leave is granted, the internship will be cancelled and the intern will need to apply for a new internship later and pay the applicable costs.
- ) The intern agrees to dress appropriately to work and meet the other standards that the Host Company sets for its employees.

- ) The intern agrees to submit completed appraisal forms on a monthly basis.
- ) All intellectual property rights in all work performed by or creations of interns for the Host Company become irrevocably the property of the Host Company without any remuneration, ownership or copyright rights of the intern.
- ) The intern will handle the tasks as stated in the agreed Internship Training Plan and/or Job Description. He/she has to inform ATMC about any major changes in the tasks described in the agreed Internship Training Plan and/or Job Description.
- ) The intern must complete and sign this agreement and the Training Plan and ensure that copies are provided to ATMC and approved before the start of the internship.
- ) The intern must maintain a logbook throughout the internship. All relevant sections must be completed and signed at the appropriate times. The intern is responsible for ensuring that the Supervisor signs sections where and when required. The intern must submit the logbook immediately at the end of the internship.
- ) If the intern is an ACS Professional Year student, he/she is required to undertake formal assessments in conjunction with the ACS PE Online course.

### The Host Company

- ) The Host Company agrees to provide ATMC and the intern with a Training Plan specifying tasks to be performed and the range of desired skills and competencies that the intern is expected to achieve by the end of the internship. A detailed Job Description can be provided in lieu of a Training Plan if deemed suitable by ATMC
- ) The Host Company agrees to provide the intern an induction before the start of the internship and to instruct the intern about rules and regulations in the company and to sign confirmation of this in the intern's logbook.
- ) The Host Company will have in place documentation outlining their Work Health & Safety (WH&S) policies and procedures.
- ) The Host Company confirms that it complies with relevant laws in the conduct of its business, including those related to WH&S policies and procedures.
- ) The Host Company agrees to provide the intern with workspace within a suitably located and accessible professional office (i.e., not home office).
- ) The Host Company agrees to assign a suitably qualified supervisor to the intern.
- ) The host company agrees to make the intern's supervisor (or a suitable replacement) available to the intern as required, with reasonable prior notice.
- ) The Host Company agrees to monitor the progress of the internship in regards to work performance (including behaviour and attendance) and to initial relevant pages of the intern's logbook to confirm attendance.
- ) Should the Host company consider the intern to be demonstrating poor performance (including poor behaviour or poor attendance), or is in breach of any other company policy or standard, the Host company agrees to report the matter to ATMC or its Internship Management Partner. The Host company can request that the internship be terminated or alternatively may choose to counsel the intern to rectify the issues.
- ) The Host Company agrees to review monthly appraisal forms completed by the intern.

- ) The Host Company agrees to evaluate the intern's performance, including the Mid-term Performance Review and Final Performance Review and to document and sign the outcomes in the intern's logbook.
- ) The Host Company may provide the intern with a report and a letter of reference upon the completion of his/her internship placement.
- ) When required, the Host Company agrees to meet with a representative of ATMC, at a mutually accepted time, at the location the intern will be placed and to allow an inspection of the work area.
- ) The Host company accepts that this agreement can not be finalised if a site visit has not taken place.

#### ATMC (and/or its Internship Management Partner)

- ) ATMC grants approval that if the Host Company has an internal intellectual property policy, the company can request the intern to sign an agreement to meet its intellectual property obligations.
- ) ATMC will monitor the intern throughout the program on an agreed schedule as per the Internship Training Plan (or suitable Job Description), with extra intervention provided if required.
- ) ATMC monitors the progress of the internship in regards to quality, activities, attendance and resolving any arising issues that cannot be internally resolved. This includes:
  - Site visits,
  - phone call to intern and company in the week prior to commencement,
  - phone call to both parties in the first week, and
  - regular contact with the parties during the internship.
- ) ATMC will be readily available to respond to any concerns that the host company may have in relation to the professionalism (e.g. attendance, performance, and/or any other company policy) of the intern's performance during any part of the internship. ATMC will take further action to rectify the situation, which may include (but is not limited to) counselling of the intern, and suspension or termination of the internship.

#### Monetary allowances, employment status and insurance

- ) Any financial support or transport allowances may be offered at the Host company's discretion. However, a Host company cannot charge any fees or expenses to the Intern for this work experience to take place.
- ) The internship does not constitute an employment agreement or any offer of employment with the Host company.
- ) If the intern is not paid wages (is performing voluntary work), the intern is covered by the ATMC insurance policy for the duration of the agreed unpaid internship period.
- ) If the intern is a paid employee, the intern is covered by the Host Company Insurance/Workers Compensation for the duration of the agreed paid internship period.

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.

Intern Name:	
Signature:	Date:

Host Company Representative:	
Signature:	Date:

ATMC / Internship Management Partner Representative:	
Signature:	Date: