

# GUIDE FOR HOST COMPANIES

**Host a graduate intern and join 100s of successful industry partners in filling your skills gaps, thinking outside the box and growing your business with their contribution.**

As part of the Navitas Group, we are a world leader in the development and provision of educational services and learning solutions that meet the needs of the changing global environment.

The ACAP Professional Year builds industry-specific and employability skills through a combination of coursework and internships. We deliver the Professional Year Program (PYP) on behalf of the Australia Computer Society, CPA Australia, CA ANZ, IPA and Engineers Education Australia to enable students to develop the right skills to grow their careers in Accounting, ICT and Engineering, across a choice of eight locations; Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, and Sydney.

## OVERVIEW:



The ACAP Professional Year is a 44 week (minimum) government endorsed program by the Department of Home Affairs (DHA) and delivered on behalf of the Australian Computer Society, CPA Australia, CA ANZ, IPA and Engineers Education Australia.



It involves 32 weeks of part-time coursework and a 12 week internship.



The internship is an unpaid placement and interns are insured by Navitas.



We work with an extensive network for 4,600+ host companies from Fortune 500 and ASX100 listed companies to local SMEs and government departments.

## What are the benefits to your business?

There are no costs for partnering with us, only your time and commitment to ensure the internship benefits your business and develops the intern's skills. Following are some advantages of hosting an intern:

- You may identify future talent and potentially contribute to your company's future leaders. Several of our interns are offered permanent roles with their host companies.
- Graduate and post graduate interns in IT, Engineering & Accounting provide fresh perspectives.
- Being responsible for an intern is a great opportunity for your current employees to develop their leadership skills.
- Many of our interns are bilingual and their linguistic skills and overseas experience can be of enormous benefit to organisations.

## FAQs:

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### What is required of my business?

- We manage the placement of interns – all that is required of your business is to provide a safe learning environment. Interns will need to be assigned a mentor from your organisation who will provide them with relevant authentic work, based on the agreed training plan.

### Eligibility of participants

- We are responsible for ensuring all participants have the legal right to work in Australia. Participants are assessed by our team and relevant professional bodies to confirm that they have recently studied in their field and are competent to undertake an internship. All interns who are non-native English speakers have met requirements for competent English as described by DHA.

### What field of study do interns come from?

- Our PYP participants come from Engineering, ICT and Accounting backgrounds. These skills cross many industries and we work with you to select and interview the most suitable interns.

### Do interns have full work rights in Australia?

- Yes, all our interns have the right to undertake an internship within Australia.

### Are unpaid work placements lawful?

- Yes, under the Fair Work Act (2009) an unpaid work placement is lawful as long as: there is no entitlement to pay for the work the student undertakes. The placement must be a requirement of an education or training course and the institution delivering the course must be authorised to provide the placement.

### Are interns insured?

- Yes, our interns are covered for Group Personal Accident Insurance.

### Is it possible to have more than one intern?

- Yes, depending on the size of the organisation and the resources to train and mentor the intern.

### Can we employ the intern after the internship?

- Yes, the decision is yours once they have completed the internship. We do not charge a fee like a recruitment company would and we are always delighted when the intern has exceeded expectations.

### What is the process for hosting an intern?

- 1:** An Industry Placement Consultant (IPC) will visit your organisation to discuss the process.
- 2:** With your assistance, we will put together an internship agreement and training plan that includes key dates, roles and responsibilities of all involved parties.
- 3:** Our IPC will review the resumes of potential interns and provide you with a short-list of candidates.
- 4:** Your organisation interviews the candidates and selects an intern/s.
- 5:** The candidate starts their internship with your organisation, in accordance with the internship agreement and training plan.
- 6.** Our IPC will monitor the intern's progress and provide you and the intern with any support needed.
- 7.** At the end of the internship the IPC will conduct an end review to obtain a full debrief and check in to see if we can be of further assistance.

## GET IN TOUCH

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1300 728 966



[py.acap.edu.au/partners/industry-partners](https://py.acap.edu.au/partners/industry-partners)

There is no obligation that your organisation hires the intern. However if you are interested, please discuss this with your IPC. If you would like to explore how ACAP Professional Year can benefit your organisation, please contact us on this number or visit this web page.