



INSTITUTE OF BUSINESS & LANGUAGE

RTO: 45041 | CRICOS: 03553J

Policy Title	EA Professional Year Program Implementation and Delivery Policy and Procedure				
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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will follow a fair, equitable framework and procedure for the Professional Year Programs to ensure professional representation of students recruited, modules delivered and host companies engaged to uphold Albright Institute of Business and Language with the highest integrity as a Professional Year Provider

2. PURPOSE

This policy has been developed to support & enhance Albright Institute of Business and Language in the delivery of the Professional Year Programs.

The policy provides a mechanism for monitoring students recruited to the Professional Year Program, class cohort management, internships and host companies facilitating internships. This policy is in accordance with the Fair Work Act 2009, Professional Body Guidelines and conditions set by the Department of Home Affairs (DHA).

3. SCOPE

This policy applies to all participants enrolled in the Albright Institute of Business and Language Professional Year Program.

4. DEFINITIONS

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

AIBL – Albright Institute of Business and Language

EA – Engineers Australia

DHA – Department of Home Affairs

DIBP – Department of Immigration and Border Protection

WPC – Work Placement Coordinator (Albright Institute of Business and Language)

PM – Program Manager

WHS - Work Health and Safety

OHS – Occupational Health and Safety – State Legislation, Victoria

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5. POLICY STATEMENT

Provision of information

Participants are provided information on the Professional Year Program and Internship phase of their course during the participant induction which is also outlined in the **Participant Handbook**.

For Professional Year Program arranged by Albright Institute of Business and Language

All Professional Year Program and the Internships arranged by Albright Institute of Business and Language will:

- Include an agreed Training Plan where the specific training outcomes are determined and monitored.
- Be supervised by a Host Company mentor who is able to assist the intern to achieve all elements of the Training Plan.
- Be a supernumerary in the role – i.e. not taking a role that would be normally expected to be filled by a paid employee
- Have no formal 'employer-employee' relationship established, including Workers Compensation cover which is provided by AIBL.
- Not extend beyond the agreed period as stipulated in the Provider Agreements.
- Be at a Host Company with the capacity to provide the requirements of an internship.
- Directly relate to the participant's qualifications and include a minimum of 70% of graduate entry work or higher. Interns should not be regarded as the 'junior employee' and required to do tasks such as coffee making, photocopying, lunch area cleaning etc. Interns will also work a normal roster such as other staff would be assigned.
- Be with host companies who are highly supportive of the intern role, an organisation that has a 'revolving door' of interns will be monitored closely to ensure the intern role is not being used as a de facto employment role whereby a permanent paid role should be in place.
- Ensure that if an internship is 'paid', the rate must be at the minimum award rate or above.

Host Companies can provide support during an unpaid internship which might include specific things such as accommodation allowance, meal allowance, travel allowance or similar. These are not regarded as 'payment' but also need to be in-line with expected expense reimbursement.

- Be at a Host Company that conducts business from a dedicated business premise/working environment.

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6. PROGRAM GUIDELINES

Albright Institute of Business and Language – Professional Year Program

The program aims to provide participants with the skills, practical experience and knowledge of the Australian workplace and culture necessary to pursue employment in their fields of expertise within the Australian workforce.

The PY program must involve at least 500 hours of formal engagement by the participant (as a mixture of formal learning and workplace experience). The purpose of this employment program is to support international engineers into the Australian Engineering industry to meet the future skill needs of the industry by applying their technical skills and knowledge in the Australian workforce to enable them to:

- Work within Australian legislative requirements applicable to workplaces and operations,
- Work safely and participate in occupational health, safety and environment (OHSE) processes,
- Work effectively within an organisation's requirements,
- Communicate effectively in the workplace, provide effective service to internal (and as appropriate) external clients,
- Participate in a team,
- Apply occupation-specific knowledge and skills to professional work situations, and
- Implement strategies to manage their personal career development.

The PY program must be completed over 12 calendar months, with reasonable provision for vacation periods. The structure of the program is inclusive of:

- An online orientation provided by EA (the link to this orientation is given to students from the partner)
- A PY Partner orientation,
- Practical classroom-based training and workshops provided by an accredited provider of education (a Professional Year Partner),
- A supervised work placement that must span a period that totals at least twelve weeks' exposure to the workplace, the equivalent of a standard full time working week (456-480 hours total) in the engineer's discipline within a Host Company. Where the work placement is an employment arrangement it must meet relevant workplace relations law,
- A Work Placement Report describing the activities undertaken by the participant within the work placement and benefits taken into the placement from the learnings in PY.

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The program runs for 44 weeks and is split into 32 weeks of theoretical knowledge (part time study) followed by a 12-week unpaid internship. Upon successful completion of the program, graduates may be eligible for migration points.

7. PROCEDURE

32-Week Course Delivery Overview

To successfully complete the Study Course component of the program, students must attend 100% of the 32 class weeks and complete all assessment tasks. All class-based requirements must be successfully completed before an internship placement can commence.

Course Modules: The program consists of the following eight modules:

1. Understanding Australian Workplace Law
2. Personal Management & Personal Branding
3. Dynamic Work Exploration
4. Career Building
5. Career Success Australia
6. Networking and Industry Engagement
7. The Australian Employment Market
8. Internship Preparation

Enrolments

EA approves each Professional Year application. When an application is approved, EA advises the student and Albright Institute. Albright Institute then provides each student with a Letter of Offer, which also is to include the location, dates and times of the Professional Year classes. The enrolments team also ensure an Albright Institute Business Development Manager (BDM) is assigned to each student application. It is the BDM responsibility to conduct pre-screening interviews for each student to ensure their expectations are aligned to the Professional Year program and that they have the necessary availability to undertake the 32-week course and 12 week full-time internship.

EA Cohort Identifier Codes

Each PY cohort intake is assigned a unique EA identifier code. These identifier codes are required for invoicing and reporting purposes. Identifier codes consist of three to four letters of the partner name, the state in which the partner is located and the commencement date of the cohort. Please see the below example: Partner code – State – Date – Month – Year
Examples: PYPVIC01012022

Induction and Orientation

Students are required to complete the Albright Institute orientation. The Orientation is to be held as part of the 1st day of class, for all new commencing Professional Year students. The Orientation is conducted by the Albright Institute Campus Manager and Professional Year Trainer.

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Rolling Cohorts

Classes will contain between 6 and 25 participants per cohort. Cohorts can commence their studies at any starting point of a 4-week module, meaning class sizes may vary. Professional Year participants may undertake classes alongside participants from other Professional Associations, including EA and ACS.

Assessments

Each week, students will engage with new topics and tasks within their modules. They must complete prescribed activities in class as part of their progress requirements. These activities will align with weekly content and require individual submissions. Tasks may be assigned as individual, partner, or group work, as specified in task instructions.

Assessments will be marked complete by training staff. Any incomplete assessments must be resubmitted during the course.

Extensions and Submissions

Students must submit assessments in class. If an extension is required, they may negotiate to submit within seven days or the next class with trainer approval. Further extensions will only be granted under extenuating circumstances, such as medical, compassionate, or serious personal grounds.

Progress Reviews (Weeks 24 & 32)

At weeks 24 and 32, Student Services will conduct progress reviews to ensure students are on track. Trainers and students will receive feedback on any incomplete tasks. By week 32, all tasks must be completed.

Professional Association Study Requirements

Students must also fulfill any study requirements set by their Professional Association during the Professional Year. It is the student's responsibility to follow the current guidelines provided by their association.

Class Times and Breaks

Professional Year classes occur once per week for eight hours, from 9:00 AM to 5:30 PM. A short break is provided in the morning and afternoon, with a 30-minute lunch break. This lunch period may be extended for special events or cultural observances. Albright Institute management may adjust class times if required for business purposes.

A Professional Year calendar, detailing teaching weeks and public holiday adjustments, is provided at the start of the first class.

Access & Use of IT (Including BYOD)

Students must have access to IT resources, including the Learning Management System (LMS) for course content, assessments, and attendance tracking.

Students are required to:

- Communicate via email and respond promptly to Student Services and training staff.
- Bring a fully charged, personal computing device to each class.
- Bring headphones for activities requiring video content.
- A mobile phone is not adequate for classroom activities.

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Attendance

Students are expected to attend class as they would a workplace—arriving on time, returning from breaks promptly, and actively participating. Trainers will report repeated lateness, early departures, or lack of participation.

Leave Policy

If a student cannot attend class, they must notify Student Services in advance.

Valid reasons for leave:

- Medical illness or procedure (with a medical certificate stating the period of incapacity)
- Bereavement of a close family member (death certificate where possible)
- Emergency travel due to a catastrophic event in the student's home country
- Significant trauma (e.g., involvement in a serious accident or crime, documented by police or a psychologist)

Invalid reasons for leave:

- Personal holidays during the academic calendar
- Other non-essential travel

If a student misses more than **50% of a module**, they must **retake the entire module** to ensure consistency and completion of learning.

Requesting Leave

- Leave of 1–2 weeks: Requires approval from Albright Student Services.
- Leave of 3+ weeks: Requires notification to Albright Student Services and approval from the student's Professional Association.

Professional Bodies generally do not approve leave during the Professional Year without official medical or legal documentation, which must be translated into English if applicable.

Unexpected Absence

Students who unexpectedly miss class must email Student Services and their trainer before the class begins. After the absence, they must formally apply for leave with supporting documentation. Each case will be reviewed individually.

Make-Up Classes

Students must complete all 32 weeks of the program. If a class is missed, they must attend a make-up class.

- A \$150 administration fee applies to all make-up classes.
- All fees must be paid before internship commencement.
- The fee may be waived in extreme circumstances at the discretion of Albright Institute management.
- If a student misses one class, they may attend a week-32+1 class at no charge, delaying their internship by one week.

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- If a student misses two or more classes, they must pay for multiple make-up classes.

Additional Policies

Students should refer to other relevant Albright Institute policies related to the Professional Year, including:

- <https://albrightinstitute.edu.au/forms-and-policies/>

Warning System Policy for PY Program Exclusion

This process manages academic or behavioural misconduct during the Professional Year (PY) program over the entire 44 weeks of the program. It establishes a three-warning system to provide students with fair and consistent opportunities to correct their actions before being excluded from the program.

Examples of poor behaviors that can result in issuing of warnings include the following examples:

- Repeated lateness in attendance or submitting work.
- Refusing to participate or complete tasks as an individual or group task.
- Disruptive behaviour: talking during presentations or ignoring instructions.
- Plagiarism or collusion in a written LMS assessment.
- Unprofessional behaviour at a WIL placement: refusing to complete work tasks.
- Arriving late or failing to attend internship without notice.
- Harassment, discrimination, or gross misconduct in class or during WIL.
- Verbal Abuse, Aggression or disrespecting staff or students.
- Targeting other students or staff through inappropriate jokes, slurs, or threats.
- Racist, sexist, homophobic, or otherwise discriminatory comments or actions.
- Misuse of technology during tasks including breach of IT access.
- Internship misconduct including inappropriate dress or hygiene, poor communication, breaches of confidentiality or safety protocols.
- Not meeting performance expectations without valid reason.
- Falsifying documents such as medical certificates, timesheets or placement reports.
- Any action during WIL that damages the reputation of the education or service provider.
- Additionally, students are required to maintain required attendance rates. Failure to attend more than 80% of all classes can result in the student failing the program.

Warning Levels

1. Verbal Warning

Primary or minor breaches of academic or behavioural expectations can be raised by the trainer to course management to discuss and deliver a verbal warning.

A staff member will meet with the student to discuss the issue, clarify expectations, and document the warning internally. No formal letter is issued at this stage.

2. Written Warning

For continued minor breaches or a serious breach of conduct the trainer will request action to be taken and the student will be notified of concerns to comply with PY program expectations.

A formal written warning will be issued by the program management. The warning will outline the misconduct, expectations moving forward and consequences of further breaches.

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3. Final Warning and Dismissal

Issued for continued breaches after prior warnings or any critical misconduct. This is the final step and includes removing the students from the PY program.

Program management will review the case. If warranted, the student will be issued a final warning or dismissed from the program. The decision will be communicated in writing, and the student will have the right to appeal.

Appeals

Students may submit a written appeal within 10 business days of dismissal. The appeal will be reviewed by an executive committee, and a final decision will be communicated within 15 business days.

All warnings (verbal, written and final) will be noted and stored in for the duration of the student enrolment.

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8. PROGRAM PROCESS

The process for Professional Year in Engineering may differ from the processes required by other Professional Bodies (e.g. ICT and Accounting streams).

1. APPLICATION

EA process application (processing closes 4 business days prior to intake commencement) to ensure eligibility and approve applications which are then sent the preferred provider for that student

2. INTERVIEW

PY Partner interview participant for acceptability

3. ORIENTATION

PY Partner organises an in class orientation

4. MEMBERSHIP

EA notified of new enrolments for Membership purposes (complimentary membership activated only after EA have paid PY Provider 1st instalment invoice)

5. DELIVERY

PY Partner delivers formal learning

6. PLACEMENTS/INTERNSHIPS

PY Partner coordinates and monitors all placements

7. WORK PLACEMENT REPORT

Participant completes WPR and submits to EA along with Credly badge of completion for 'starting in the Australian Engineering Workplace' EA online course between weeks 8–10 of their internship

8. CERTIFICATES

PY partner will issue certificates and transcripts to students once they have successfully submitted their report and this has been confirmed as passing grade quality by EA

9. GRADUATION

Participants attend graduation ceremony hosted by their PY Partner

10. REPORTING

EA to report pass/fail status to Department Home Affairs

9. INTERNSHIP FRAMEWORK

The placement of Professional Year participants in appropriate industry internships is critical to the success of the Professional Year in Engineering program and to the ability of the participants to gain professional employment in Australia. AIBL WPC should ensure each participant is placed in suitable industry internships (Host Companies) after they have completed the Program Orientation and the theoretical components of the Professional Year Program. The internships should be structured so that the theoretical elements of the Professional Year are incorporated into a practical engineering work situation. The internships should enhance their ability to work effectively in the Australian environment.

Engineering Areas of Practice

Every effort will be made to ensure the participant is placed in a company that includes an engineering function related to the participant's qualifications in a recognised engineering area of practice. Where that is not possible, the Professional Year Partner or its associated Internship Provider must demonstrate that the participant will be able to use their engineering competencies as well as general business skills during the internship placement.

The National Professional Engineers Register has defined the general areas of practice for professional engineers as:

- Civil
- Environmental
- Biomedical
- Chemical
- Structural
- Building Services
- Electrical
- Mechanical
- ITEE (Information Technology, Telecommunications and Electronics Engineering)

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Internship Placement

Pre-enrolment

BDM's will conduct pre-enrolment interviews with the WPC's to assist as and when required in determining eligibility for the applicant's selected program and to identify any challenges for placement.

Where the BDM identifies challenges for placement which may be remedied, the BDM will liaise with the WPC and Program Manager to determine remedial strategies.

Where the BDM determines the applicant is unsuitable for placement, the BDM may recommend to the Program Manager that the applicant not be accepted into the program. The Program Manager will make the final determination for acceptance into a program.

During the application process or during class all participants will be required to put their resume into the required CV format.

Student Preliminary Interviews

WPCs will conduct a preliminary face-to-face interview with participants. Allowing the WPC team to assess participant's communication and interview skills, to go over resumes and suggest improvements. This should happen approximately 4-6 weeks prior to completion of the coursework component before internships are due to commence.

Each participant will meet with the Work Placement Coordinator, who will:

- Advise participants to treat the preliminary interview like a formal interview, including being dressed appropriately, be on time etc.
- Provide participants with feedback on areas for improvement.
- Obtain a report from the Program Trainer on the participant's course performance
- Liaise with the Program Trainer and the PYP Manager on the appropriate action taken to address issues identified at enrolment that require remedial action.
- Will consult with the participants to achieve a suitable internship placement; participants will not have the option of choosing the Host Company.

A participant who rejects an internship opportunity should provide reasons, in writing, as to why they do not wish to proceed with the proposed internship. Participants who provide reasonable grounds should be given other interview opportunities.

Disputes around such issues should be managed by the WPC Team Leader or Program Manager as appropriate.

Participants who repeatedly refuse internship interviews or appropriate placement opportunities will be required to source their own placement.

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Short Listing

Prospective Host Companies will be sent a shortlist of suitable internship candidates' resumes by the WPC to enable them to identify whom they wish to interview. Interview with Host Companies:

- Host companies must interview participants before accepting them as an intern.
- Participants will be advised to treat the Host Company Internship interview like any formal job interview.
- Participants should ensure that they dress appropriately and arrive on time.
- Where a participant is unsuccessful, they must be given feedback on their interview, given coaching, if required, and shortlisted to further companies.
- Interviews, both successful and unsuccessful are to be logged in the student management software

Internship Documentation – Albright Institute of Business

The documents required for internship compliance, must be received and saved into files electronically and uploaded to SharePoint.

Failure to obtain the following four documents is a breach of the requirements of the vocational training program:

Job Descriptions

It is an AIBL organisational requirement that a detailed job description (can also be a Position Description or Vocational Placement Description) should be obtained from the Host Company for each intern. This should include:

the name of the host organisation,

- the host organisation logo,
- a detailed outline of the training and activities to be conducted during the course of the internship.
- Bullet points in an email do not constitute an appropriate JD/PD/VPD.

Internship Agreement

Once a participant has been accepted by a Host Company an Internship Agreement must be signed by all three parties (AIBL, Host Company and participant).

- A signed copy should be given to both the Host Company and the intern, and a copy must be added to the participant's electronic file on Sharepoint.
- The agreement must be signed before an intern enters the Host Company's premises for the first day of their internship to ensure all parties are insured. There are no exceptions to this rule.

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Mid Review

- The Mid-Review is conducted by the WPC at approximately week six of the internship placement. This review is conducted on Teams or Zoom. Separate interviews will be conducted with the intern and the Host Company separately to monitor and capture genuine feedback relating to the intern's progress against the training plan.
- An WPC must meet with each intern at their host organisation at least once during the course of their internship.
- Internships in remote areas are the only exception to the above rule. For remote (e.g. mining or construction projects) a video teleconference interview should be conducted with both the Supervisor and Intern. If video teleconference is unavailable, a telephone interview will suffice.
- Mid Review Reports should be detailed and include comments from both the Supervisor and the Intern in the respective sections of the report.
- All Internship reports should be signed by the Supervisor and the Intern so that their authenticity can be established.

Training Plan

A copy of the plan should be provided to the Host Company at the commencement of the internship. This will ensure the Supervisor is aware of what behaviours to assess over the course of the internship.

Training Plans must also be signed by the Intern and the Host Company Supervisor. The Supervisors are welcome to make supplementary comments and or reports

Internship Documentation – Participants

Engineers Australia (EA)

As a mandatory EA requirement Engineering participants are to submit a Workplace Report and an Events Register to EA directly. The Events Register is a record of events attended by the participant whilst they are enrolled in the Professional Year. The WPC is not required to collect this EA report.

Participant Conduct during Internship

Participants will be treated the same as an employee within their Host Company, so will be required to act accordingly. Participants are expected to behave professionally throughout their placement. Professional behaviour includes:

- speaking in English at an appropriate level in the workplace;
- ensuring that they are punctual and dress suitably for the Host Company environment;
- adhering to all Host Company policies such as IT, WHS and Codes of Conduct; and
- exhibiting behaviour as expected in the workplace i.e. treating colleagues and managers with respect, acting in a professional manner at all times etc.

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Any participant who displays unacceptable or disruptive behaviour during their internship may be asked to leave the internship or source their own suitable internship.

The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency

Removal from internship – Host Company Request

Where a company asks an intern to leave, the request must be in writing and needs to include as much evidence (dates and specific incidents) as possible.

The WPC and Program Manager will assess the situation and advise the participant and Host Company on the recommended course of action.

Where a participant's behaviour is deemed unacceptable and unprofessional the participant will be notified in writing that they will be removed from the internship.

Where the incident is not severe enough to justify completely removing the participant from the internship the Program Manager will decide whether or not they will be placed with another company and undertake the entire process again.

The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency

Removal from internship – Participant Request

If a participant requests removal from an internship placement this will be managed on a case-by-case basis by the WPC.

10. IMPLEMENTATION AND RESPONSIBILITY

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to AIBL's current and planned operations.

- The Director of Academic and Business Development is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The PY Management Team are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- Albright Institute of Business and Language employees are responsible for being aware of and complying with this Policy.

11. RELATED DOCUMENTS

Related Documents

- WPC Induction Manual
- Participant's Handbook
- Engineers Australia (EA) Professional Year Partner Guidelines
- Complaints and Appeals Policy

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