

These Terms and Conditions are important and you should read them fully. But there are some specific terms we wanted to make you aware of.

- *If you accept a Placement, CA ANZ will receive a small fee from the Employer.*
- *CA ANZ may share your personal information with the Employer and other third parties as set out in these Terms and Conditions (see clause 5.2) and our Collection Notice.*

2022 Achiever Programme Terms and Conditions for Students

1. DEFINITIONS

The following definitions apply in these Terms and Conditions:

- (a) **2022 Achiever programme** means the Placement program conducted by CA ANZ for the purpose of placing Eligible Students with Employers during the Placement Period.
- (b) **Application Review Process** means any process which an Eligible Student is asked to complete for the purpose of reviewing and assessing his or her application to participate in the 2022 Achiever programme, including without limitation the Screening Process and Video Interview
- (c) **Chartered Accountants ANZ or CA ANZ** means Chartered Accountants Australia and New Zealand ABN 50 084 642 571.
- (d) **Eligible Student** means a tertiary or a polytechnic student residing in Australia or New Zealand that is undertaking an undergraduate studies, in Accounting in either Australia or New Zealand and is in their final or penultimate year of study and they must be a student at the time of the Placement to participate in the 2022 Achiever programme. Such a student who graduates in or around December 2022 is eligible to participate in a Placement as part of the Winter Cohort, but is not eligible to participate in a Placement as part of the Summer Cohort. Any student who has been made an offer of graduate or similar employment by an Employer is excluded from being an Eligible Student.
- (e) **Employer** means a firm who has registered to participate as an employer in the 2022 Achiever programme.
- (f) **Personal Information** has the same meaning in the Relevant Privacy Law.
- (g) **Placement** means the employment of a Student Participant by an Employer through the 2022 Achiever Programme.
- (h) **Placement Offer** means an offer of employment made to a Student Candidate by an Employer facilitated through the 2022 Achiever programme.
- (i) **Placement Period** means the length of the Placement as determined by the Employer.
- (j) **Privacy Act** means
 - a. in Australia, the *Privacy Act 1988* (Cth); and

- b. in New Zealand, the *Privacy Act 1993* (NZ).
- (k) **ReadyGrad** means ReadyGrad Pty Ltd ABN 17 637 874 081, being the third party provider engaged by CA ANZ to conduct and manage certain aspects of the 2022 Achiever programme.
- (l) **Relevant Privacy Law** means all laws that relate to data protection, privacy, the use of information relating to individuals, or the information rights of individuals and which apply to any Personal Information, including: the Privacy Act, the Spam Act 2003 (Cth) and the Do Not Call Register Act 2006 (Cth); and the analogous and applicable legislation in any other relevant jurisdictions.
- (m) **Screening Process** has the meaning given in clause 4.5.
- (n) **Student Participant** means an Eligible Student who has accepted a Placement Offer.
- (o) **Student Registration** has the meaning given in clause 4.1.
- (p) **Summer Cohort** means a Student Participant attending a Placement during the period denoted as the “Summer Period” in clause 3.
- (q) **TestGrid** means TestGrid (Aust) Pty Ltd ABN 35 090 542 911 being the third party provider engaged by ReadyGrad to conduct the Screening Process.
- (r) **Video Interview** has the meaning given in clause 4.5.
- (s) **Vieple** meaning Vieple Pty Ltd ABN 13 158 314 713 being the third party provider engaged by ReadyGrad to host the applicant tracking system and conduct video interviews.
- (t) **Winter Cohort** means a Student Participant attending a Placement during the period denoted as the “Winter Period” in clause 3.
- (u) **you** and **your** refers to any person or student who engages with CA ANZ in relation to the 2022 Achiever programme to which these Terms and Conditions apply, including but not limited to Eligible Students and Student Participants.

2. KEY LEARNING OBJECTIVES

The key learning objectives for Student Participants in the 2022 Achiever programme are set out below.

Objective 1 - Student Participants to gain an understanding of basic accounting tasks in a professional environment.

Objective 2 - Student Participants to further develop their interpersonal communication skills in a professional context.

Objective 3 - Student Participants to understand the type of work undertaken by accounting professionals at a senior level.

Objective 4 - Student Participants to gain some insight into the administrative aspects of running an accounting business.

Objective 5 - Student Participants to gain an insight into the variety of work available within the accounting profession.

3. KEY DATES*

3.1 - Winter Period

Date*	Activity
31 January 2022	Employer registration for the 2022 Achiever programme open.
18 February 2022	Employer registration for the 2022 Achiever programme close.
28 February 2022	Student applications for 2022 Achiever programme open.
27 March 2022	Student applications for 2022 Achiever programme close.
1 April – 26 April 2022	Students complete the Screening Process (psychometric testing and video interviews).
23 May – 10 June 2022	Student and Employer interviews take place.
23 May – 24 June 2022	Placement are offered to students.
June – August 2022	Placements can commence.

3.2 - Summer Period

Date*	Activity
1 August 2022	Student applications for 2022 Achiever programme open.
19 August 2022	Student applications for 2022 Achiever programme close.
22 August – 30 September 2022	Students complete the Screening Process (psychometric testing and video interviews).
24 October – 11 November 2022	Student and Employer interviews take place.
24 October – 21 November 2022	Placement are offered to students.
November 2022 – February 2023	Placements can commence.

3.3 - The dates set out in this clause 3 are indicative only and may be changed at CA ANZ's sole discretion.

3.4 - CA ANZ reserves the right to reject the Student Registration, or rescind such registration in the 2022 Achiever programme at its sole discretion and is not required to provide its reasons for any such rejection.

3.5 - CA ANZ may extend or close early the application process, Application Review Process in its sole and absolute discretion without notice to any person. As applications may close earlier, CA ANZ recommends that Eligible Students submit their applications and complete online assessments at the earliest time possible to be considered for a Placement.

4. WHAT NEEDS TO HAPPEN FOR YOU TO PARTICIPATE IN THE 2022 ACHIEVER PROGRAMME

Applications and Assessment Criteria

4.1 - If you are an Eligible Student, you can register to participate in the 2022 Achiever programme via the registration links located at <http://www.youunlimitedanz.com/get-connected/achiever-Programme> (**Student Registration**). You may only register to participate in the 2022 Achiever programme once, as only one application will be considered by CA ANZ when evaluating for placements.

4.2 – If you are an Eligible Student you may apply to participate in a Placement in both the Winter Cohort and the Summer Cohort by selecting the appropriate option during Student Registration. If you are successful and participate in a Placement as part of the Winter Cohort, you will still be required to interview with any Employers for any Placement as part of the Summer Cohort unless an Employer makes a request to CA ANZ for you to continue your Winter Cohort Placement as part of the Summer Cohort. At all material times you will be required to go through the full Student Registration process.

4.3 - If you are an Eligible Student who is also an international student, you are required to provide CA ANZ evidence of your English Language proficiency through one of the following approved providers:

- Accounting Professional Year Program (PYP)
- IELTS
- TOEFL iBT
- CAE (for CAE we require the ID number and secret number to access the results online)
- PTE Academic
- Completed English language pathway through university or tertiary institution

You will only be considered for participation in the 2022 Achiever Programme, if you have received minimum scores for each of the components as stated below:

	LISTENING	READING	WRITING	SPEAKING
CAE*	185	185	185	185
IELTS Academic	7	7	7	7
TOEFL ibt	24	24	27	23

PTE Academic	65	65	65	65
Accounting PYP	Original colour scanned copy of completion certificate and academic transcript			

4.4 - Preference will be given to Eligible Students who demonstrate a clear desire to pursue a career in accounting and are available to participate in a Placement during the period from June 2022 to August 2022.

4.5 - Following receipt of your completed Student Registration, ReadyGrad, as the delivery partner with CA ANZ for the 2022 Achiever programme, may, in its sole discretion, ask you to complete the following processes:

- (a) an online psychometric testing with TestGrid (**Screening Process**);
- (b) a video interview with Vieple (**Video Interview**); and
- (c) any other evaluative processes CA ANZ deems necessary for the purposes of assessing your suitability for Placements.

4.6 - CA ANZ is under no obligation to progress any Eligible Student through any or all of the Application Review Process, and is not required to provide feedback or reasons for any Eligible Student's failure to progress through the Application Review Process.

4.7 - In order to undertake the Application Review Process, you may be asked to agree to:

- (a) TestGrid terms and conditions, available - <https://testgrid.com/terms-and-conditions/>; and
- (b) Vieple terms and conditions, available - <https://vieple.com/terms-of-service>.

If you are unable or unwilling to complete any of the Application Review Process and/or agree to any of ReadyGrad, TestGrid and Vieple's terms and conditions, you may not be able to progress your application for the 2022 Achiever programme.

4.8 - CA ANZ may, in its sole discretion, shortlist you for final interviews with Employers based on the details included in your Student Registration, the results of the Application Review Process. CA ANZ cannot guarantee that you will be short listed or receive final interviews with any Employer.

4.9 - Following final interviews with Employers, Employers may, at their sole discretion make a Placement Offer to you in accordance with the key dates set out above. It is important that you understand that CA ANZ cannot guarantee that you will receive a Placement Offer. Employers may request additional information from you at any time during the Application Review Process.

Reapplication

4.10 - An Eligible Student who applies for, but is unsuccessful in obtaining (following the Application Review Process), a Placement as part of the Winter Cohort will be invited to apply for a Placement as part of the Summer Cohort. In order for this application to be processed, the Eligible Student must:

- (a) continue to be an Eligible Student; and
- (b) submit a new application form (regardless of whether such Eligible Student opted to 'apply for Summer Cohort' in their Winter Cohort application).

5. STUDENT AGREEMENTS TO TERMS AND CONDITIONS AND PRIVACY POLICY

5.1 - By completing a Student Registration you acknowledge and agree:

- a. that ReadyGrad will disclose, and CA ANZ will collect, the results of the Application Review Processes to CA ANZ and that such disclosure is a condition of your participation in the 2022 Achiever programme;
- b. that Vieple will disclose, and CA ANZ and ReadyGrad will access, the Video Interviews and that such disclosure is a condition of your participation in the 2022 Achiever programme;
- c. the TestGrid will disclose, and CA ANZ and ReadyGrad will collect, the results of the Screening Process and that such disclosure is a condition of your participation in the 2022 Achiever programme; and
- d. to these terms and conditions as well as CA ANZ's website [Terms and Conditions](#).

5.2 - By completing a Student Registration, you acknowledge and agree that CA ANZ will be collecting, using and disclosing your Personal Information in accordance with our [Privacy Policy](#) and the [Collection Statement](#). Furthermore, it is likely that, prior to making any Placement Offer, Employers will request confirmation of your COVID-19 vaccination status.

5.3 – If you agree to become a Student Affiliate of CA ANZ, we may, based on your consent, send you carefully selected materials such as information about our products and services, including training opportunities and events that we think you might be interested in, have registered for, or have attended. Some of this information may be related to our third-party partners. We will also use your personal information to send you links to articles and tools specific to students or the accounting profession.

Of course, you can simply opt-out of receiving this information from us at any time by selecting the unsubscribe function in the relevant messages from us.

6. PLACEMENTS AND PLACEMENT OFFERS

6.1 - The terms of any Placement Offers made by an Employer to you are solely at the discretion of the Employer. Whether or not you accept a Placement Offer, is solely at your discretion.

6.2 - Notwithstanding clause 6.1, CA ANZ has informed Employers that:

- a. Student Participants should be remunerated fairly and, as a minimum, in accordance with all applicable laws and relevant industrial instruments; and
- b. all Employers should comply with all legislative requirements with respect to the Placement and Student Participants (as amended), including, without limitation, all applicable industrial relations legislation (such as the *Fair Work Act 2009* (Cth) and the *Employment Relations Act 2000* (NZ)) and applicable legislation relating to discrimination and work health and safety.

Eligible Students who receive an offer from an Employer are strongly encouraged to assess their Placement Offers in light of the requirements set out above.

6.3 - In addition, CA ANZ has recommended that Employers adhere to the guidelines with respect to Placements and Placement Offers set out below. Again, CA ANZ encourages Eligible Students who receive an offer from an Employer to assess their Placement Offers in light of the recommendations set out below.

6.4 - If you receive a Placement Offer, you should notify both the Employer and CA ANZ in writing whether or not you accept the Placement Offer, within two weeks of receiving the Placement Offer.

CA ANZ Recommendations to Employers with respect to Placements and Placement Offers

6.6 - All Placement Offers to be made pursuant to the 2022 Achiever programme should be made in writing (including via email) and should detail the terms of the Placement including:

- a. location of the Placement;
- b. start date, start time and contact name on arrival;
- c. Placement period;
- d. expected working hours;
- e. remuneration;
- f. leave entitlements;
- g. confidentiality obligations;
- h. termination and notice requirements; and
- i. any dress code requirements.

6.7 - CA ANZ has recommended that Employers provide Student Participants with an induction or orientation at the commencement of their Placement, which could include:

- a. an introduction to the firm and its people;
- b. an overview of the Employer's values;
- c. a briefing in respect of the Employer's policies and procedures (including any codes of conduct);
- d. training regarding IT issues; and
- e. workplace health and safety training.

6.8 - CA ANZ has recommended that Employers assign each Student Participant with a supervising manager who will be responsible for assigning and supervising all work performed by the Student Participant throughout the Placement and providing feedback on the performance of such work to enable the Student Participant to maximise the learning opportunities provided through the Placement. When assigning work to Student Participants, Employers should bear in mind the Key Learning Objectives set out in clause 2 above.

6.9 - CA ANZ may receive the following fee from any Employer upon such Employer engaging a Student Participant:

	Placement fee for 1 placement	Placement fee for each additional placement
Australia	AU\$750 + GST	AU\$250 + GST
New Zealand	NZ\$750 + GST	NZ\$250 + GST

7. CONTACT DETAILS

Careers National Team
Chartered Accountants Australia and New Zealand
33 Erskine Street
Sydney NSW 2000

E: careers.national@charteredaccountantsanz.com
T: 1300 137 322 (AU) or 0800 469 422 (NZ)