

2024 Achiever Program Guidelines for Employers

1. DEFINITIONS

The following definitions apply in these Guidelines:

- a. **CA ANZ** means Chartered Accountants Australia and New Zealand ABN 50 084 642 571.
- b. **Eligible Student** means:
 - i) a tertiary or a polytechnic student residing in Australia or New Zealand who is undertaking an undergraduate or post-graduate study in Accounting, in either Australia or New Zealand; and
 - ii) is in their penultimate or final year of study at the time the student makes an application to participate in the 2024 Achiever Program.
- c. **Employer** means a firm who has registered to participate as an employer in the 2024 Achiever Program and signed the Achiever Program letter agreement for employer.
- d. **Placement** means the employment of a Student Participant by an Employer through the 2024 Achiever Program.
- e. **Placement Offer** means an offer of employment made to a Student Candidate by an Employer facilitated through the 2024 Achiever Program.
- f. **Placement Period** means the length of the Placement.
- g. **Screening Processes** has the meaning given in clause 4.3 below.
- h. **Student Candidate** means an Eligible Student who has made an application to participate in the 2024 Achiever Program.

- i. **Student Participant** means an Eligible Student who has accepted a Placement Offer.
- j. **Student Registration** has the meaning given in clause 4.2 below.

2. KEY LEARNING OBJECTIVES

The key learning objectives for Student Participants in the 2024 Achiever Program 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 – Winter Cohort

Date*	Activity
5 February 2024**	Employer registration for the 2024 Achiever Program open.
25 February 2024	Employer registration for the 2024 Achiever Program close.

4 March 2024	Student applications for the 2024 Achiever Program open.
31 March 2024***	Student applications for the 2024 Achiever Program close.
8 April – 28 April 2024***	Students complete the Screening Processes (psychometric testing and video interviews).
3 June – 21 June 2024	Student and Employer interviews take place.
By 12 July 2024	Placement are offered to students.
July 2024	Placements commence.

**CA ANZ has a discretion in selecting firms for participating in the 2024 Achiever Program.

***CA ANZ reserves the right to extend or close the application process early. As application process may close earlier, CA ANZ recommends that employers and Eligible Students submit their applications early and if required, complete online assessments at their earliest convenience.

4. THE PROCESS

4.1 - Employers register to participate in the 2024 Achiever Program via the registration page located at <https://www.youunlimitedanz.com/get-connected/achiever-program/employers>

4.2 - Eligible Students register to participate in the 2024 Achiever Program via the registration form which can be located at <https://www.youunlimitedanz.com/get-connected/achiever-program/students> (**Student Registration**) once applications for participation in the Achiever Program opens.

4.3 - Following receipt of a completed Student Registration, a Student Candidate is invited to participate in one or all of the following processes:

(a) an online psychometric testing with TestGrid (**Screening Process**);
and

(b) a video interview with Vieple (**Video Interview**).

4.5 - CA ANZ may shortlist Student Candidates for final interviews with Employers (conducted either face-to-face or virtually) based on the details included in their Student Registrations and the results of the Screening Process.

4.6 - Following the final interviews with Employers, Employers may make a Placement Offer to any of the Student Candidates whom they have interviewed in accordance with the Key Dates set out above.

4.7 - CA ANZ cannot guarantee that all Employers will be given a shortlist of Student Candidates to interview, as this will depend on Employer's and Student Candidates' requirements and preferences with respect to a potential placement and the calibre of Student Candidates who have progressed through the Screening Process.

5. PLACEMENTS AND PLACEMENT OFFERS

5.1 - The terms of any Placement Offers made by an Employer to a Student Candidate are at the discretion of the Employer.

5.2 - Notwithstanding clause 5.1:

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

5.3 Employers should be aware that CA ANZ will be encouraging Student Candidates to assess their Placement Offers in light of the requirements set out above.

5.4 In addition, CA ANZ recommends that all Employers adhere to the guidelines with respect to Placements and Placement Offers set out below.

CA ANZ Recommendations with respect to Placements and Placement Offers

5.5 Placement Periods should be from 3-12 weeks, however for optimum benefit for both Employer and Student Participant, CA ANZ recommends that Placement Periods run for a period of at least 3 weeks.

5.6 All Placement Offers to be made pursuant to the 2024 Achiever Program 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.

5.7 CA ANZ recommends that Employers provide Student Participants with an induction or orientation at the commencement of their Placement, which may 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 its IT systems; and

e. workplace health and safety training.

5.8 CA ANZ recommends that Employers assign each Student Participant with a supervising manager who will be:

- a. responsible for assigning, and supervising all work performed by the Student Participant throughout the Placement; and
- b. 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. COMPLIANCE WITH PRIVACY LAWS

6.1 - The following definitions apply in this clause 6:

- a. Personal Data Breach means an event qualifying as an “eligible data breach” as defined in the Privacy Act.
- b. Personal Information means information qualifying as “personal information” as defined in the Privacy Act.
- c. Privacy Act means:
 - i. in Australia, the *Privacy Act 1988* (Cth); or
 - ii. in New Zealand, the *Privacy Act 2020* (NZ).

d. Privacy Laws means all applicable 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 (including the Australian Privacy Principles), the *Spam Act 2003* (Cth) and the *Do Not Call Register Act 2006* (Cth); and the analogous legislation in the relevant jurisdictions.

6.2 - Each Employer acknowledges that if CA ANZ give it a shortlist of Student Candidates to interview, it will also be providing the Employer with Personal Information in relation to those Student Candidates. Consequently, the Employer must in relation to that Personal Information:

- a. keep confidential all Personal Information and only use it for the purpose set out in this document and to perform its obligations under the Achiever Program Letter Agreement;
- b. comply with the applicable Privacy Laws, including the Australian Privacy Principles, New Zealand Information Privacy Principles as if it were regulated by these laws;
- c. comply with CA ANZ's Privacy Policy (as updated from time to time, available at <https://www.charteredaccountantsanz.com/privacy-policy>) as if it were directly bound by it;

- d. do all things necessary to enable CA ANZ to comply with its obligations under the Privacy Laws;
- e. not disclose any Personal Information outside Australia or New Zealand;
- f. regularly monitor and check for any potential or actual unauthorised use, storage, copying or disclosure of the Personal Information (including any event that could amount to a Personal Data Breach) and, if the Employer becomes aware of an event that could amount to a Personal Data Breach:
 - i. the Employer must, as soon as possible, and in any event within 24 hours of becoming so aware, notify CA ANZ of the event and provide CA ANZ with all information and cooperation that CA ANZ requests in relation to the event; and
 - ii. to the extent permitted by the applicable Privacy Laws, as between the Employer and CA ANZ, CA ANZ will determine whether a Personal Data Breach has occurred and, if so, whether CA ANZ or the Employer will notify the Regulator and/or the affected individuals and the Employer must provide all cooperation to CA ANZ in relation to such notifications as CA ANZ reasonably requests.

7. CONTACT DETAILS

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