



## 8 Tips for PY Students Working from Home (WFH)

### Protect your health and wellbeing

To protect your health & wellbeing, ensure you keep to standard work hours and prioritise your work flow. Ensure you have split your day into designated periods for working from home (WFH), Internship and PY Study. It's recommended that you establish a designated work space that you can walk away from. Have a discussion with your housemates about how the household will function to accommodate all of you working from home, and make sure you do some form of daily exercise and take breaks outside of your work/study space (Physical separation from work space helps give perspective). Make a WhatsApp, Weibo, LINE, VIBER, WeChat or SKYPE call to keep in touch with your friends and family regularly, and have virtual parties and get-togethers with your friends. Form 'chat' groups with other PY Students to discuss and share your questions and concerns.

### Ensure your Comms are effective, secured, and backed up

Make sure you set up properly for both study and WFH requirements. Having a solid internet connection is the foundation of remote working and learning. If your home Wi-Fi is not reliable enough, we strongly suggest that you investigate some alternate options like prepaid mobile broadband. You also need to have access to a laptop, tablet or smartphone to join in the virtual work meetings and classrooms. There are many applications out there like Zoom, Skype for Business, Microsoft Teams etc. and you should have access to the apps nominated by your employer and PY provider. Being ICT professionals, you should be aware of cybersecurity practices and exercise caution in opening messages, attachments or clicking on links from unknown senders. Read the [ACS Cyber Security basics for Individuals and Micro-businesses](#) for more information on keeping your devices secure.

### How Your ACS Membership Benefits you as a PY Student

All PY students in the ICT stream have access via their complementary ACS membership to our amazing [digital library](#). It is also the place where you log on to your ACS Orientation Course and your Professional Environments (PE Online) course once you have completed your 32-Week PY coursework component with your provider. Look around and discover all the other amazing stuff that's there in the [My ACS](#) portal.

### ACS Orientation Course for all PY Students

As a PYear student in the ICT stream, you should have already undertaken your PYear Orientation (PYO) Course. If you have not, you need to do it ASAP. Check back through your emails as you should have received the link from us to the course. If you can't find the email, please ask your PY trainer how and where to access the PYO link. This short course will introduce you to ACS, your ACS membership, all Professional Year Program key requirements for PYear ICT stream students, and much more! At the same time the PYO will provide a short practical experience in using the Canvas Learning Management System (LMS). For a quick guide go to ["Getting started with Canvas"](#).



## Your Internships

We recommend you talk with your 'Internship Supervisor' regularly. Send a very short informal note to your PY provider telling them how you are doing. Any queries regarding internship placements and approvals for WFH Internship arrangements during the COVID-19 restriction period should be made with your PY Provider directly as a first point of contact. If you have already commenced your ACS PE Online course and internship, please ensure you update your PE Online Tutor via the CCD Questionnaire and Module Journals in your CANVAS Course portal.

**IMPORTANT:** Please note that if you are experiencing any internship issues you are required to get in contact with your provider.

## ACS Events – Attendance and Reporting

We have made special provision for all PY Students to attend events online during the lockdown restrictions period. We have also added several purpose-built online events for PY Students to attend in the lock down period. If you are currently enrolled in a PE Online course, during lock down restrictions you will still need to attend ACS events but not in person, and submit the required three (3) ACS Event Reports. Importantly, you need to select suitable, relevant and 'useful-to-you' events. As a rule, that means they should have at least a 2 CPD point rating to satisfy the PE Online course requirement. If you are not yet enrolled in a PE Online course and are still doing your PY F-2-F coursework with your PY provider, then you can still attend the online events. You are not required to submit ACS Event Reports until you start your PE Online course, however it is a great idea to save some notes and 'websnip' (or screenshot) your registration details for later use in the ACS Event Report. You can access all these events via your ACS membership log on. Log on to MYACS and toggle to your [Dashboard](#).

## Taking Care of your Career PD & Lifelong Learning

Being able to effectively and efficiently work remotely is a skill. We recommend you set some additional study goals. For example, apply for that certification you have always wanted to do but did not have the free time to do, or get on to GitHub, Kaggle, Guru99.com, Dzone.com, or Devops.com and do your stuff;. You might even want to get on top of those language and communication skills by practice/practice/practice. Lastly, dive into your ACS membership online library, it's amazing, watch a video or presentation.

## Canvas mobile App

Download the Canvas mobile App for students. Its available for both Android and iPhone users and there is a great version for Tablets/iPads.



You can download the [Canvas IOS\(Apple\)](#) or [Android](#) app. For a quick guide to Canvas, explore the help section by clicking [here](#).