



Professional Year Program (Accounting)

Course Outline 2018

A graduate professional development program combining formal learning and internship experience approved by CPA Australia, the Institute of Public Accountants and the Institute of Chartered Accountants in Australia.

Stanley College is an approved SMIPA provider by the following:



Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 0 of 17

Overview of the Professional Year Program

The Stanley College Professional Year Program is intended to equip international accounting graduates with practical skills and training to enhance their future employment opportunities in Australia. As a result, a significant part of the learning that takes place in this program is practically-focused to ensure a smooth transition into a first professional accounting position in an Australian corporate workplace.

This Professional Year Program is also part of the Australian Government's Skilled Migration Internship Program: Accounting (SMIPA), which is approved by the Department of Home Affairs (DHA). This is a recognition pathway for 485 graduate visa holders seeking permanent residency under general skilled migration (GSM) and may attract additional points under the general skilled migration points test.

As an approved provider of this program, the Stanley College Professional Year Program has been approved by SMIPA in conjunction with all three professional accounting bodies in Australia: CPA Australia, the Institute of Chartered Accountants of Australia and the Institute of Public Accountants. However, enrolment in any of these accounting bodies' professional programs is independent of an individual's participation in SMIPA or other DIBP-approved pathways to permanent residency.

Program Outcomes

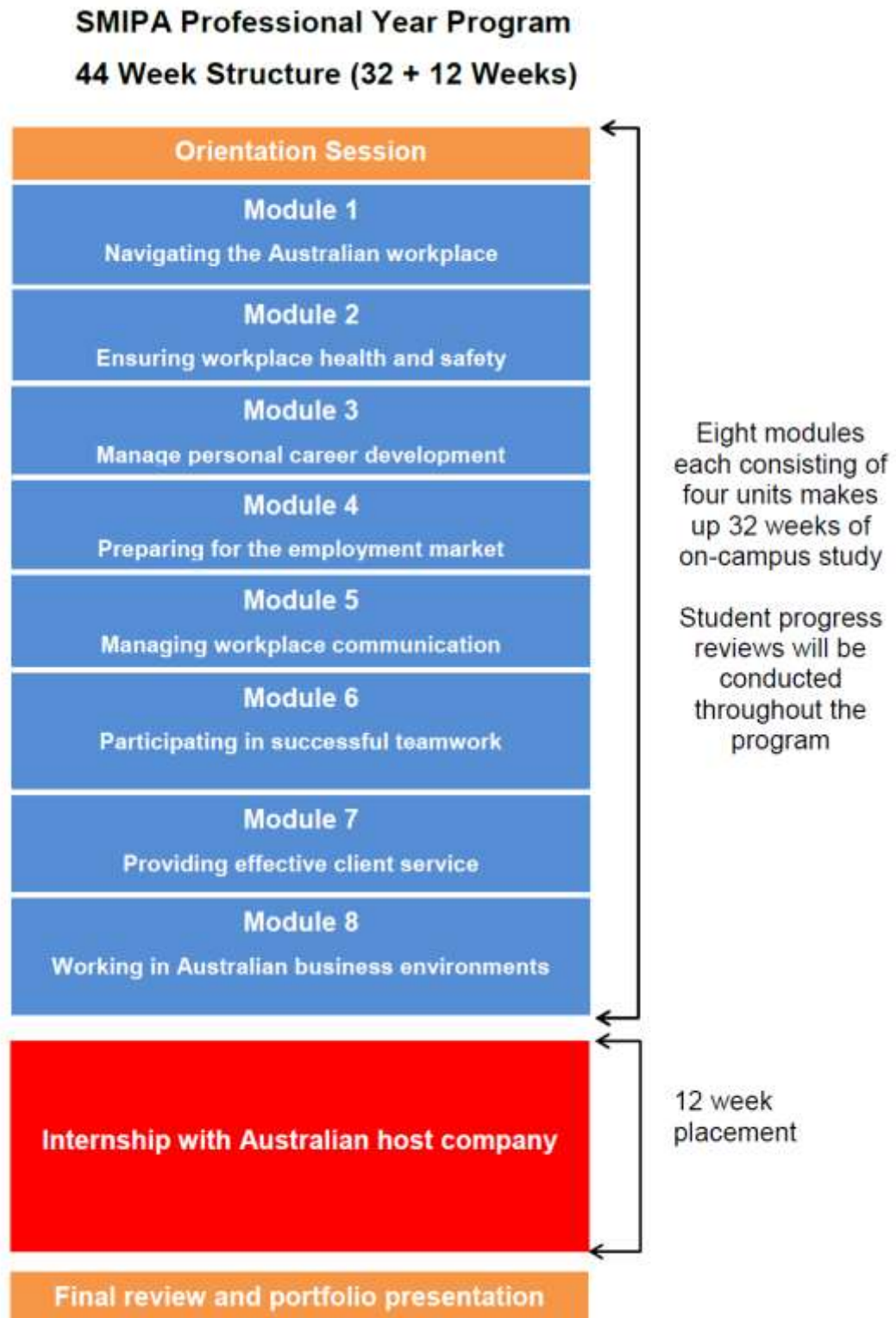
In accordance with SMIPA guidelines, The Professional Year Program aims to achieve outcomes that would enhance the ability of a graduate to:

- work within Australian legislative requirements applicable to workplaces and operations
- work safely and participate in occupational safety, health and environment processes
- work effectively within the organisation's requirements, including those for equal employment opportunity and diversity
- communicate effectively in the workplace
- participate in a team
- provide effective client service
- apply occupation-specific knowledge and skills to professional work situations
- implement strategies to manage their personal career development

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 1 of 17

Program Structure

The Professional Year Program involves 44 weeks of training. This is comprised of 32 weeks on-campus training, followed by a 12-week internship practical hands-on placement with an Australian host company. The program structure is as follows:



Program Outline

This section outlines the components of the program structure, including the units to be covered in each of the eight modules.

Orientation session

This session aims to provide participants with:

- An overview of the Skilled Migration Internship Program: Accounting (SMIPA), timelines, objectives/outcomes and expectations
- Explanation of the mentoring/coaching to be provided
- Overview of the work placement logistics, legalities, roles and responsibilities, etc
- Attendance and participation requirements
- Overview of the recruitment scene in Australia
- Question and answer session
- A Stanley College tour

Module 1—Navigating the Australian workplace

Unit 1 Recognise Australian workplace culture and customs

- Identify Australian values and their relationship to work practices and customs
- Explore issues migrants face when adapting to the Australian workplace
- Develop ways to adapt to a changing cultural workplace as a new professional
- Recognise the qualities and requirements of being a “professional”
- **Assessment:** *Short reflective paper (to be included in Portfolio)*

Unit 2 Undertake ethical decision-making and understand impact on the individual, organisation, profession and community

- Describe reporting lines and the “chain of command” in an organisation
- Analyse ethical frameworks for decision-making in organisations
- Apply ethical decision-making to the organisation, community and profession
- **Assessment:** *Quiz and case study*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 3 of 17

Unit 3 Explore the accounting function within broader organisational functions

- Describe the role accounting plays in most organisations
- Identify the viewpoints from non-technical users of accounting information
- Explain how different types of accounting, auditing, financial planning and accounting information systems add value to an organisation
- Examine the future of accounting as a role and profession in the Australian workplace

— **Assessment:** *Short answer questions and reflection entry in Journal*

Unit 4 Identify Australian management, concepts and practice

- Understand the difference between administration, management and leadership
- Explore principles of management and functions of Australian management (e.g. planning, organising, leading and controlling) in strategic and operational contexts
- Understand the skills of a professional manager and leader
- Apply management and leadership skills to the workplace

— **Assessment:** *Case study and practical role-play*

Module 2—Ensuring workplace health and safety

Unit 1 Explore Workplace Health and Safety (WHS) legislation in Australia

- Describe basic elements of occupational health and safety
- Recognise the importance of WHS legislation to the workplace
- Define the role of management in ensuring a safe workplace
- Explain the role of a WHS management system

— **Assessment:** *Knowledge test*

Unit 2 Identify workplace hazards and assess risk

- Recognise and identify workplace hazards with hazard identification form
- Rate the likelihood and consequence of identified risks of a workplace
- Assess specific and overall risks of a workplace
- Create a risk assessment matrix

— **Assessment:** *Integrated risk management report (with practical)*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 4 of 17

Unit 3 Develop risk mitigation and control strategies

- Describe the types and importance of risk control strategies
- Develop a risk control plan
- Identify resources needed to implement a risk control plan
- **Assessment:** *Integrated risk management report*

Unit 4 Apply WHS policy in the workplace

- Explore methods of WHS consultation in policy development
- Identify WHS experts for advice
- Suggest recommendations to improve a WHS management system
- **Assessment:** *Integrated risk management report (Final)*

Module 3—Managing personal career development

Unit 1 Create an effective curriculum vitae (CV) and covering letter

- Analyse the form and content in an effective curriculum vitae
- Develop a curriculum vitae
- Analyse and develop various covering letters
- Proofread and edit CV and letters
- **Assessment:** *Curriculum vitae and covering letter*

Unit 2 Develop an effective career network

- Analyse personal and online career networking as career planning tools
- Develop and apply personal networking skills across various situations
- Develop and apply online networking skills using LinkedIn and other social media tools
- Manage a career network
- **Assessment:** *Create an online career network and situated assessment at live networking event*

Unit 3 Understand oneself and career planning

- Identify own team member and leadership personality through various tool
- Reflect on strengths and weaknesses of personality styles
- Apply and manage personality styles to work situations
- Apply motivation techniques to improve self-performance

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 5 of 17

— **Assessment:** *Role play and reflection*

Unit 4 Create career plan including goal-setting

- Explore the importance of goal-setting in career planning
- Analyse and apply the career planning process to career
- Develop a career plan

— **Assessment:** *Career plan*

Module 4—Preparing for the employment market

Unit 1 Identify trends and opportunities in the accounting job market

- Understand the employer demands of accounting graduates
- Analyse various sources of employment opportunities e.g. industry bodies, networking events, etc
- Identify future employment opportunities using market intelligence

— **Assessment:** *Short 1-page Employment Strategy*

Unit 2 Interpret and apply for job advertisements

- Interpret keywords and essential requirements in job advertisements
- Address essential and desirable selection criteria in applications
- Communicate skills and abilities in job applications including referees

— **Assessment:** *Job application (including letter addressing criteria, and CV)*

Unit3 Prepare for selection interviews

- Describe various stages of various selection interviews (with HR)
- Outline a pre-selection checklist for the interview
- Explore what employers are looking for in interviews (Employer Q & A)
- Use appropriate dress and grooming in an interview

— **Assessment:** *Short answer and reflection*

Unit 4 Use verbal and non-verbal language in role-play interview situations

- Identify appropriate verbal and non-verbal cues and language for effective interviews
- Participate in a live role-play interview scenario
- Review effectiveness of interview

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 6 of 17

— **Assessment:** *Group appraisal of each participant and individual reflection*

Module 5—Managing workplace communication

Unit 1 Develop clear verbal and non-verbal communication

- Converse confidently in formal and informal work environments
- Demonstrate effective speaking and pronunciation skills
- Identify and use common colloquial expressions and their meaning
- Demonstrate effective telephone techniques in a range of settings

— **Assessment:** *Role play*

Unit 2 Write effective correspondence

- Create appropriate e-mails with correct protocols and netiquette
- Develop effective business letters across various scenarios
- Proofread and edit business documents

— **Assessment:** *Portfolio of documents (letter, e-mail, memo etc)*

Unit 3 Create a formal report

- Identify the audience and writing requirement in report
- Plan and draft a report using appropriate structure, graphics and grammar
- Produce a formal report appropriate for a professional setting
- Apply a document review process for reports

— **Assessment:** *Written report*

Unit 4 Deliver presentations

- Develop a presentation structure
- Incorporate facts, figures, graphs and tables in a presentation
- Demonstrate formal and informal / impromptu styles of presentation
- Present to a group (inclusive of facts and figures)

— **Assessment:** *Class presentation (practical)*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 7 of 17

Module 6—Participating in successful teamwork

Unit 1 Participate and communicate effectively as a team member

- Work effectively and efficiently in teams
- Engage in theme-based topic discussions
- Develop rapport and communicate appropriately with colleagues, clients, managers and other external and internal stakeholders
- Provide tactful negative and positive feedback to all stakeholders
- **Assessment:** *Role play and reflection*

Unit 2 Develop cultural awareness and sensitivity

- Explore different cultural norms and expectations
- Recognise cultural differences and when / how to adapt behaviour accordingly
- Develop increased level of cultural sensitivity in the workplace
- Participate in a climate of cultural awareness and sensitivity
- **Assessment:** *Practical scenario exercise*

Unit 3 Demonstrate conflict resolution and negotiation skills

- Recognise conflict in the workplace
- Analyse and apply different conflict resolution and styles negotiation techniques in the workplace
- Create solutions through understanding root causes of conflict
- Foster a communicative and collaborative workplace
- **Assessment:** *Group exercise and individual reflection (structured)*

Unit 4 Lead a team

- Identify various situational leadership styles including participant's own
- Explore leadership building blocks such as influence, empowerment and delegation
- Apply leadership styles to different work scenarios
- **Assessment:** *Practical leadership activity and reflection*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 8 of 17

Module 7—Providing effective client service

Unit 1 Understand client requirements

- Develop listening (including non-verbal cues) and note-taking skills
- Identify barriers to effective listening
- Confirm and articulate client requirements and issues and propose solutions
- Respond effectively to feedback
- **Assessment:** *Simulated client meeting (practical)*

Unit 2 Communicate effectively with clients

- Apply formal and informal conversational styles with clients
- Demonstrate politeness and protocols to build client rapport
- Develop client rapport with small talk and social conversation
- **Assessment:** *Group exercise (practical)*

Unit 3 Manage meetings I

- Recognise the importance of meetings as a communication resource
- Organise resources for meetings
- Set a meeting agenda
- Prepare for a meeting
- **Integrated Assessment:** *Agenda, handouts and resource list*

Unit 4 Manage meetings II

- Chair, facilitate and participate effectively in a meeting
- Take minutes from a meeting and distribute to stakeholders
- **Integrated Assessment:** *Chairing, facilitating and controlling meeting observation (practical)*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 9 of 17

Module 8—Working in Australian business environments

Unit 1 Identify common organisational structures used in business

- Analyse work structure configurations in Australian business (e.g. hierarchical, matrix and others)
- Apply effective work management skills to differing organisational structures
- **Assessment:** *Short answer test*

Unit 2 Apply business protocols and etiquette used in Australian workplaces

- Differentiate manners, politeness, protocols and etiquette as applied to Australian workplaces
- Review netiquette and other social media protocols in business
- Apply etiquette and protocols to various work situations e.g. meetings, social events, networking and others
- **Assessment:** *Role play and reflection*

Unit 3 Demonstrate effective reporting in Australian business

- Identify the importance and type of reporting (personal, departmental and organisational)
- Report effectively to management
- Improve reporting mechanisms in organisations
- **Assessment:** *Short paper on reporting*

Unit 4 Develop networks with internal and external customers

- Differentiate between internal and external customer networks and their requirements
- Develop strategies to build and manage internal customers
- Develop strategies to build and manage external customers
- **Assessment:** *Customer network strategy*

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 10 of 17

Internship with an Australian host company

As a SMIPA provider Stanley College will place each student in an internship for a period of 12 weeks, with a Host Employer who is approved by Stanley College. Part of this will include:

- Outlining State and federal legislative requirements that must be met
- Agreeing and documenting roles and responsibilities of each party
- Agreeing and documenting delineation of relevant work activities
- Ensuring necessary documentation is completed
- Reporting and monitoring the progress of participants
- Risk Assessment of the workplace/work tasks to be performed

Progress review and portfolio

After completing their internship, students will submit an internship portfolio integrating their SMIPA learning and practical work experience with a view to helping them make the transition into professional life. This also provides an avenue for Stanley College career counsellors to advise students on any available employment opportunities currently on offer.

Graduation

Students who have met all the requirements for the on-campus component as well as internship placement, inclusive of the progress review and presentation of their portfolio, will be issued their Professional Year program completion certificates. Students also have the option of receiving these as part of our formal graduation ceremony.

Class Attendance

Students need to attend 8 hours per week over 32 weeks (excluding public holidays). As part of the SMIPA requirements, all students in this course need to attend all sessions i.e 100% attendance.

Stanley College offers classes on the following days and students:

- Saturday 9am to 5.30pm (8 hours)
- Sunday 9am to 5.30pm (8 hours)
- Monday **and** Tuesday 5.30pm to 9.30pm (4 + 4 hours)

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 11 of 17

Stanley College monitors participation (attendance) of all students in a systematic way. We like to ensure that students have maximum exposure to learning. Students arriving late will interrupt the class and disturb students. Stanley College therefore adheres to the following rules:

- As part of the SMIPA requirements, all students in this course need to attend all sessions (100% attendance).
- Students need to attend 8 hours per week over 32 weeks (excluding public holidays).
- Classes start on time.
- Sessions last four (4) hours. Each session has 2 two hour classes which include one (1) ten (10) minute break for morning/afternoon tea.
- Students who attend full day sessions will have a lunch break in the middle, each day.
- Students who do NOT show up for the entire session will be marked non-participating (absent) for the entire two hours.
- Students who do not attend for one full day will be marked non-participating (absent) for both sessions.
- Students leaving early will be marked non-participating (absent) for the entire class (half day or full day based on the session)

Trainers record student participation (attendance) on the Participation Record Form (PRF) upon students entering the class room.

Students will be required to attend make-up classes to ensure they meet the required attendance requirements. Stanley College will monitor, record and assess your course attendance for each unit of the course for which you are enrolled to help you achieve full attendance and will intervene if you are at risk of failing to achieve 100%. This will require you to meet with Stanley College Student Services to arrange an Intervention strategy. An Intervention Strategy is an agreement between you and Stanley College in which you agree to adhere to a strict plan which may involve additional sessions you are required to attend. Failure to maintain 100% attendance, could result in your course being extended or cancelled.

Classes will be held at the Stanley College 171 James Street, Northbridge, WA 6000.

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 12 of 17

Contact Details

The Program Manager for this unit is Troy Rodrigues. He can be contacted at

troy@stanleycollege.edu.au

Assessment Structure

All units will be subject to assessments throughout this course. In most cases, this will be a practical assessment e.g. a role play or a simulated work assessment where possible. Almost all assessments will be conducted in class and evidenced.

In order to pass all units, students need to submit all assessable work and achieve a satisfactory performance (normally 50%) overall. Units will be graded according to the following scale.

Grade	Percentage Range %	Descriptor
High Distinction	80 – 100	Exceptional performance indicating complete and comprehensive understanding of the subject matter.
Distinction	70 – 79	Excellent performance indicating a very high level of understanding of the subject matter.
Credit	60 – 69	Good performance indicating a high level of understanding of subject matter.
Pass	50 – 59	Satisfactory performance indicating an adequate understanding of most of the basic subject matter.
Fail / Did not submit (DNS)	Below 50	Fail, the student failed to participate in assessment components that had a combined weighting of 50% or more of the final mark.

SMIPA Frequently Asked Questions (FAQs)

The following FAQ's are taken directly from the SMIPA website:

1. Why should I undertake the SMIPA Professional Year?

- a. Successfully completing the SMIPA Professional Year will help you:
 - Learn about the Australian business culture and environment
 - Understand how to seek and obtain employment in the Australian job market
 - Improve your confidence, communication and writing skills
 - Apply what you have learnt in a real and relevant workplace environment
 - Gain a competitive edge over other international graduates because of the additional skills and experience gained from the Program
 - Potentially gain an extra five points towards obtaining permanent residency

2. Will SMIPA help me get a job in the Accounting profession?

- a. Completing SMIPA will put you ahead of students who graduated with you by developing the employability skills Australian employers are seeking. You will gain these skills through face to face classwork and also an internship. The aim of the Program is to develop skills to make you more employable, and there have been situations where participants have been hired by their host company after completing their internship.

3. Am I eligible to enrol in SMIPA?

- a. SMIPA is an option for overseas students who have obtained an Australian accounting degree qualification as a result of at least two years study in Australia and hold a 485 graduate or post study stream visa. Graduates of Australian accounting degree programs have the opportunity to complete SMIPA and obtain a skills assessment that can be used to apply for GSM. The Professional Accounting Bodies wish to reassure graduates that they also have an opportunity to independently increase their English language proficiency

4. What documents are required to start the enrolment process?

- a. There are a number of documents you must present to the Provider:
 - i. A positive skills assessment from one of the Accounting Bodies (CPA Australia, Chartered Accountants Australia and New Zealand, IPA)
 - ii. Your university completion letter
 - iii. Your university academic transcript
 - iv. IELTS test result score of a 6.0 in each band, or the equivalent score from Pearsons, TOEFL iBIT or Cambridge Advanced English
 - v. Appropriate and valid visa
 - vi. Your passport

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 14 of 17

5. Do I have to have an Australian Accounting degree?

- a. Yes. To be eligible to enrol in SMIPA, you must have an Accounting degree that you have obtained as a result of at least two years study in Australia. The primary aim of the Program is to develop employability skills of international graduates from Australian universities

6. Can I complete the Program in less than 44 weeks?

- a. No. The duration of the Program has been determined by the Department of Home Affairs. Professional Year programs that run less than this do not meet DHA's guidelines

7. Can I take leave from the Program?

- a. It depends on how long the leave is. Any breaks taken may result in delaying your graduation. Please check with your Provider during the enrolment process when your graduation will be so that you can ensure you're able to complete the Program.

8. What is the attendance requirement for the Program?

- a. Participants are required to attend 100% of classes. Failure to attend classes may result in you being required to complete the subject again and your graduation being delayed.

9. Can I complete my classwork from home?

- a. No. There may be some research, essays etc that you will be asked to complete outside of the classroom, but the majority of work must be completed within the classroom as the purpose of the Program is for participants to learn and interact in a face to face situation.

10. Do you recognise prior learning?

- a. No. There is no allowance for recognition of prior learning

11. Can I enrol in a PY Program while completing my Bachelors/Master degree?

- a. No. Concurrent study is not allowed. If you are on a 573 student visa it is a breach of the conditions of this visa to undertake a Professional Year Program while completing the initial course of study that the visa was granted for. The SMIPA Program is considered a full time course and completing two courses of study simultaneously can devalue one or both courses.

12. Do I need to disclose reasons why I may not be able to complete the course in the time allocated?

- a. Yes. If for any reason you think you may not be able to graduate with your cohort, or you become aware of circumstances that may prevent you from graduating while studying the course you must inform your Provider as soon as possible and make alternative arrangements with them.

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 15 of 17

13. Can I complete my internship either before the classwork or whilst I'm attending classes?

- a. No. You must complete the classwork prior to doing the internship. The Program is designed to provide participants with the skills and understanding of how to behave in the Australian workplace, and what is expected of them by an employer so that they may get the most out of the internship and have the best chance of securing full time work once graduated.

14. Do I have to source my own internship?

- a. No. Your Provider will arrange an internship for you with a suitable host employer. However if you are already employed in a relevant accounting role your Provider and the host employer may agree for you to continue your internship with them. The appropriate checks and site visits must be conducted by your Provider before approval can be granted. In some cases participants may source their own internship, but the Provider must approve the company and tasks that you'll be completing.

Document Name: Professional Year Program Course Outline 2018	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Drive\Orientation\		
Version: 1.4	Approved on: 02-02-2018	Review Date: 02-02-2020
		Page 16 of 17