



Accounting Professional Year Program - Program Outline 2018

A graduate Accounting Professional Year 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 Accounting PYP provider by the following:



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About Stanley College



JAMES STREET CAMPUS

Based in Western Australia, Stanley College is a modern and innovative education institution which offers recognised courses leading to further studies and successful careers. We are committed to delivering a high quality learning and training experience in a vibrant and supportive environment designed for students from diverse backgrounds. This will equip you with the cutting edge skills required in your chosen career.

Students are at the heart of Stanley College. You will be treated as a VIP and supported every step of the way through your journey with us.

Our courses are delivered across our three convenient and fully-equipped campuses:



FRANCIS STREET CAMPUS



MIRRABOOKA CAMPUS: COMPUTER LAB



JAMES ST CAMPUS: STUDENT LUNCH EVENT

Overview of the Accounting Professional Year Program

The Stanley College Accounting 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.

The Stanley College Accounting Professional Year Program 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 provider of the the Accounting Professional Year Program, Stanley College has been approved in conjunction with all three professional accounting bodies in Australia; CPA Australia, the Institute of Public Accountants and the Institute of Chartered Accountants of Australia and New Zealand. (see below).

Stanley College is an approved Accounting PYP provider by the following:



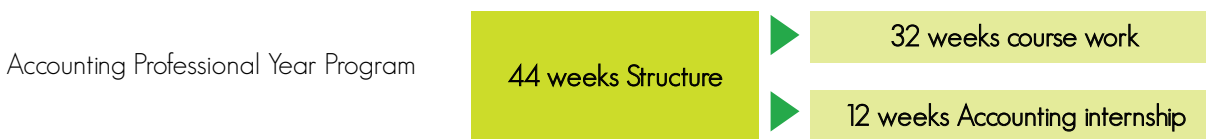
Program Outcomes

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

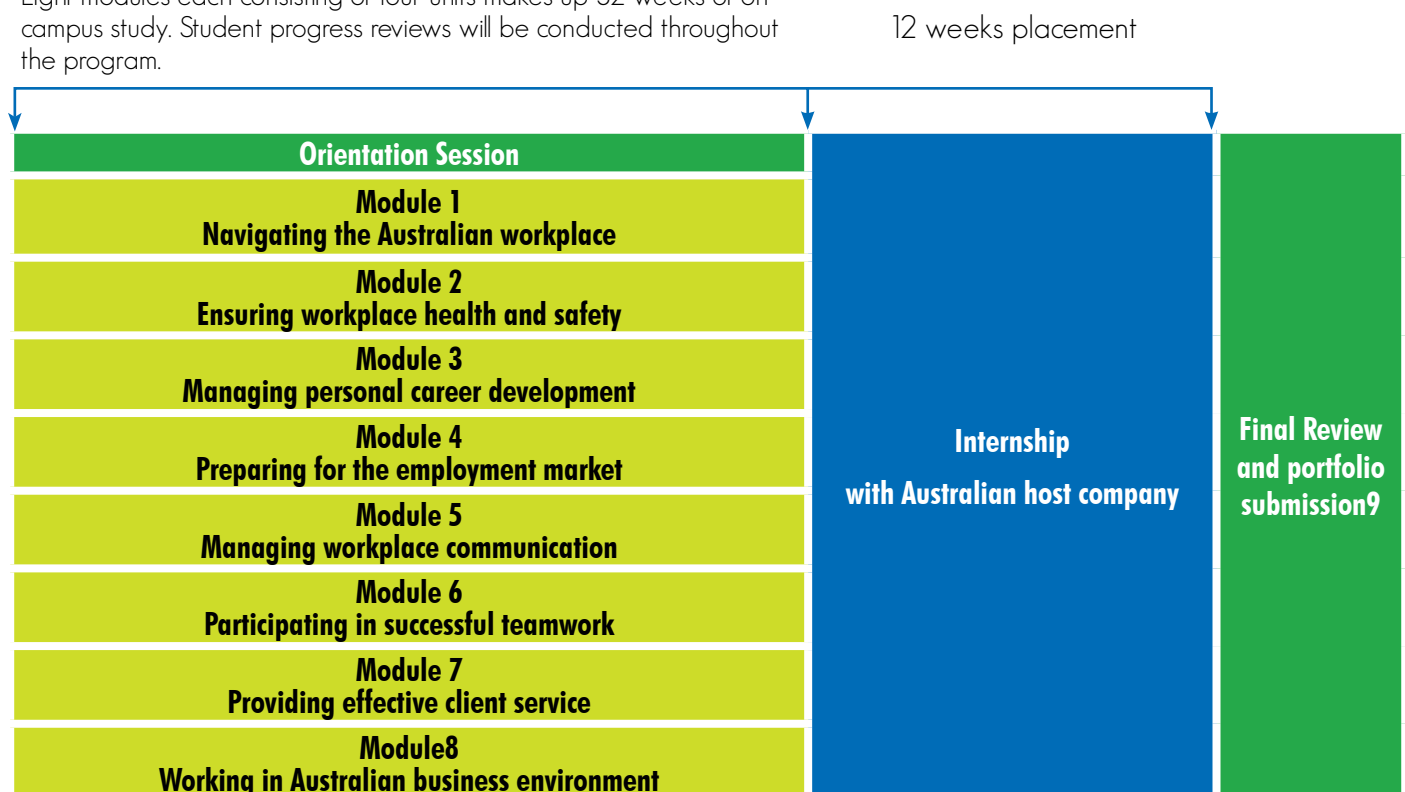
- work within Australian legislative requirements applicable to workplaces and operations
- work safely and participate in occupational safety, health and environment processes
- work effectively within the organisation's requirements, including those for equal employment opportunity and diversity
- 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

Program Structure

The Accounting Professional Year Program involves a minimum of 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:



Eight modules each consisting of four units makes up 32 weeks of on-campus study. Student progress reviews will be conducted throughout the program.



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 Accounting Professional Year Program; 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	Assessment	
Unit 1 Recognise Australian workplace culture and customs <ul style="list-style-type: none"> » 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” 	Short reflective paper	
Unit 2 Undertake ethical decision-making and understand impact on the individual, organisation, profession and community <ul style="list-style-type: none"> » 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 		
Unit 3 Explore the accounting function within broader organisational functions <ul style="list-style-type: none"> » 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 		Short answer questions
Unit 4 Identify Australian management, concepts and practice <ul style="list-style-type: none"> » 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 		

Module 2. Ensuring workplace health and safety

UNIT	Assessment
Unit 1 Explore Workplace Health and Safety (WHS) legislation in Australia	Knowledge test
<ul style="list-style-type: none"> » Describe basic elements of occupational health and safety 	
<ul style="list-style-type: none"> » Recognise the importance of WHS legislation to the workplace 	
<ul style="list-style-type: none"> » Define the role of management in ensuring a safe workplace 	
<ul style="list-style-type: none"> » Explain the role of a WHS management system 	Integrated risk management report (with practical)
Unit 2 Identify workplace hazards and assess risk	
<ul style="list-style-type: none"> » Recognise and identify workplace hazards with hazard identification form 	
<ul style="list-style-type: none"> » Rate the likelihood and consequence of identified risks of a workplace 	
<ul style="list-style-type: none"> » Assess specific and overall risks of a workplace 	Integrated risk management report
<ul style="list-style-type: none"> » Create a risk assessment matrix 	
Unit 3 Develop risk mitigation and control strategies	
<ul style="list-style-type: none"> » Describe the types and importance of risk control strategies 	
<ul style="list-style-type: none"> » Develop a risk control plan 	Integrated risk management report (Final)
<ul style="list-style-type: none"> » Identify resources needed to implement a risk control plan 	
Unit 4 Apply WHS policy in the workplace	Integrated risk management report (Final)
<ul style="list-style-type: none"> » Explore methods of WHS consultation in policy development 	
<ul style="list-style-type: none"> » Identify WHS experts for advice 	
<ul style="list-style-type: none"> » Suggest recommendations to improve a WHS management system 	

Module 3. Managing personal career development

UNIT	Assessment
Unit 1 Create an effective curriculum vitae (CV) and covering letter	Curriculum vitae and covering letter
<ul style="list-style-type: none"> » Analyse the form and content in an effective curriculum vitae 	
<ul style="list-style-type: none"> » Develop a curriculum vitae 	
<ul style="list-style-type: none"> » Analyse and develop various covering letters 	
<ul style="list-style-type: none"> » Proofread and edit CV and letters 	
Unit 2 Develop an effective career network	Create a professional online career network
<ul style="list-style-type: none"> » Analyse personal and online career networking as career planning tools 	
<ul style="list-style-type: none"> » Develop and apply personal networking skills across various situations 	
<ul style="list-style-type: none"> » Develop and apply online networking skills using LinkedIn and other social media tools 	
<ul style="list-style-type: none"> » Manage a career network 	
Unit 3 Understand oneself and career planning	Personality reflection and application
<ul style="list-style-type: none"> » Identify own team member and leadership personality through various tool 	
<ul style="list-style-type: none"> » Reflect on strengths and weaknesses of personality styles 	
<ul style="list-style-type: none"> » Apply and manage personality styles to work situations 	
<ul style="list-style-type: none"> » Apply motivation techniques to improve self-performance 	
Unit 4 Create career plan including goal-setting	Career plan
<ul style="list-style-type: none"> » Explore the importance of goal-setting in career planning 	
<ul style="list-style-type: none"> » Analyse and apply the career planning process to career 	
<ul style="list-style-type: none"> » Develop a career plan 	

Module 4. Preparing for the employment market

UNIT	Assessment
<p>Unit 1 Identify trends and opportunities in the accounting job market</p> <ul style="list-style-type: none"> » 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 	<p>Short 1-page Employment Strategy</p>
<p>Unit 2 Interpret and apply for job advertisements</p> <ul style="list-style-type: none"> » 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 	
<p>Unit 3 Prepare for selection interviews</p> <ul style="list-style-type: none"> » 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 	
<p>Unit 4 Use verbal and non-verbal language in role-play interview situations</p> <ul style="list-style-type: none"> » Identify appropriate verbal and non-verbal cues and language for effective interviews » Participate in a live role-play interview scenario » Review effectiveness of interview 	<p>Simulated job interview</p>

Module 5. Managing workplace communication

UNIT	Assessment
Unit 1 Develop clear verbal and non-verbal communication	Role play
<ul style="list-style-type: none"> » Converse confidently in formal and informal work environments 	
<ul style="list-style-type: none"> » Demonstrate effective speaking and pronunciation skills 	
<ul style="list-style-type: none"> » Identify and use common colloquial expressions and their meaning 	
<ul style="list-style-type: none"> » Demonstrate effective telephone techniques in a range of settings 	Portfolio of documents (letter, e-mail, memo etc)
Unit 2 Write effective correspondence	
<ul style="list-style-type: none"> » Create appropriate e-mails with correct protocols and netiquette 	
<ul style="list-style-type: none"> » Develop effective business letters across various scenarios 	
<ul style="list-style-type: none"> » Proofread and edit business documents 	
Unit 3 Create a formal report	Written report
<ul style="list-style-type: none"> » Identify the audience and writing requirement in report 	
<ul style="list-style-type: none"> » Plan and draft a report using appropriate structure, graphics and grammar 	
<ul style="list-style-type: none"> » Produce a formal report appropriate for a professional setting 	
<ul style="list-style-type: none"> » Apply a document review process for reports 	
Unit 4 Deliver presentations	Class presentation - TEDx Talk
<ul style="list-style-type: none"> » Develop a presentation structure 	
<ul style="list-style-type: none"> » Incorporate facts, figures, graphs and tables in a presentation 	
<ul style="list-style-type: none"> » Demonstrate formal and informal / impromptu styles of presentation 	
<ul style="list-style-type: none"> » Present to a group (inclusive of facts and figures) 	

Module 6. Participating in successful teamwork

UNIT	Assessment	
<p>Unit 1 Participate and communicate effectively as a team member</p> <ul style="list-style-type: none"> » 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 	<p>Role play and reflection</p>	
<p>Unit 2 Develop cultural awareness and sensitivity</p> <ul style="list-style-type: none"> » 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 		
<p>Unit 3 Demonstrate conflict resolution and negotiation skills</p> <ul style="list-style-type: none"> » 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 		<p>Group exercise and individual reflection (structured)</p>
<p>Unit 4 Lead a team</p> <ul style="list-style-type: none"> » 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 		

Module 7. Providing effective client service

UNIT	Assessment
Unit 1 Understand client requirements	Simulated client meeting (practical)
» 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	Networking Event (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
Unit 3 Manage meetings I	Integrated Assessment
» Recognise the importance of meetings as a communication resource	Agenda, handouts and resource list
» Organise resources for meetings	
» Set a meeting agenda	
» Prepare for a meeting	
Unit 4 Manage meetings II	Integrated Assessment
» Chair, facilitate and participate effectively in a meeting	Chairing, facilitating and controlling meeting observation (practical)
» Take minutes from a meeting and distribute to stakeholders	

Module 8. Working in Australian business environments

UNIT	Assessment
<p>Unit 1 Identify common organisational structures used in business</p> <ul style="list-style-type: none"> » Analyse work structure configurations in Australian business (e.g. hierarchical, matrix and others) » Apply effective work management skills to differing organisational structures 	Short answer test
<p>Unit 2 Apply business protocols and etiquette used in Australian workplaces</p> <ul style="list-style-type: none"> » 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 	
<p>Unit 3 Demonstrate effective reporting in Australian business</p> <ul style="list-style-type: none"> » Identify the importance and type of reporting (personal, departmental and organisational) » Report effectively to management » Improve reporting mechanisms in organisations 	Short paper on reporting
<p>Unit 4 Develop networks with internal and external customers</p> <ul style="list-style-type: none"> » 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 	

Internship with an Australian host company

Stanley College will place each student in an internship agreement with an Australian host company. 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

Progress review and Internship Portfolio

During their internship, students will receive a visit from the Internship Officer or Program Manager to monitor their progress towards completion of their Internship Portfolio. After completing their internship, students will submit their internship portfolio integrating their learning and practical work experience with a view to helping them make the transition into professional life. In addition, students will be required to meet with their trainer or the Program Manager about their experiences on their internship and how this benefited them as new professionals seeking employment in Australia.

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 a Certificate of Completion of the Accounting Professional Year Program. Students also have the option of attending an Accounting PYP Alumni graduation.

Class Attendance

Students need to attend 8 hours per week over 32 weeks (excluding public holidays). As part of the Accounting PYP 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)

Students will be required to attend make-up classes to ensure they meet the required attendance requirements.

In order to maintain staff to student ratios, additional classes on other days may be created as student numbers increase. Saturday and Sunday Classes are held at the Stanley College 171 James Street, Northbridge, WA 6000 whilst weekday (Mon / Tues) classes are held at the 2 Francis St Northbridge Campus.

Contact Details

The Program Manager for Accounting Professional Year Programs 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 assessment scale.

Accounting Professional Year Program Grading Key		
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.
Ungraded pass (internship ONLY)	n/a	Satisfactory performance indicating all elements completed in the internship portfolio component.

Accounting PYP Frequently Asked Questions (FAQs)

The following FAQ's are taken directly from the Accounting PYP website to clarify any concerns:

1. Why should I undertake the Accounting Professional Year Program?

- a. Successfully completing the Accounting Professional Year Program 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 Accounting PYP help me get a job in the Accounting profession?

- a. Completing Accounting PYP 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 Accounting PYP?

- a. Accounting PYP 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 Accounting PYP 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 iBT or Cambridge Advanced English
 - v. Appropriate and valid visa
 - vi. Your passport

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

- a. Yes. To be eligible to enrol in Accounting PYP, 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 (DHA). Accounting Professional Year Programs that run less than this do not meet the DHA 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 Accounting Professional Year 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 an Accounting Professional Year Program while completing the initial course of study that the visa was granted for. The Accounting PYP 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.

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.



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