

# Course Guide

**Take the ECA Advantage. A potential 15 points towards your migration.**

ECA is an approved Accounting & Information Technology Professional Year Partner with the following professional bodies:





# EDUCATION CENTRE OF AUSTRALIA

## More than a great education

The Education Centre of Australia (ECA) is a modern and diverse educational institution which emphasises innovation and excellence in educational programs across a wide range of disciplines in demand in Australia with campuses in Sydney and Melbourne. ECA has a strong history of providing quality, career-oriented education for both undergraduates and postgraduates. The ECA Group of Colleges are fully accredited and registered with the Australian government regulatory bodies. The group includes a higher education college for Business and Project Management (Asia Pacific International College), a vocational college (Zenith Business Academy), an English college (English Language School in Sydney (EL SIS) available in Sydney and Melbourne), and of course the ECA Professional Year department. ECA also partners with Victoria University to deliver higher education programs in Sydney.





## ECA Professional Year

ECA is an approved Professional Year provider in consultation with the Australian Computer Society (ACS), CPA Australia, Chartered Accountants Australia and New Zealand and the Institute of Public Accountants. To date, ECA has successfully placed over 3,000 students into quality internships.

ECA has been successfully delivering Professional Year (PY) since 2008. Our unique delivery methods and proven reputation has placed ECA as one of the largest education institutions in Sydney to deliver this course, the PY Program. Since June 2013 ECA has also offered the PY Program in Melbourne.

## Dedicated Internship Team

The Department of Recruitment & Professional Development (DRPD) provides undergraduates and graduates of many specialisations with a solid start to their respective careers by sourcing relevant work experience opportunities in participants' chosen areas of specialisation. DRPD programs are designed to provide candidates with a practical understanding of working in the Australian professional marketplace, whilst at the same time using their university knowledge. Since it was established, this department has been responsible for the placement of ECA Professional Year students into internships, and has provided many subsequent employment and networking opportunities for ECA graduates.

The DRPD is purpose specific, and run by experienced and knowledgeable staff. They are specialists in recruitment and relationship management, and highly value the strong relationships they have established with students and host company organisations. They capture and analyse industry information on an ongoing basis to ensure service improvement and the best quality placements. The team's strength is in identifying the perfect fit for host company and intern.





# Professional Year

## SMIPA (Accounting) & PYP (IT)

Professional Year (PY) offers the unique combination of qualified trainers with real world business experience, and highly focused classroom activities designed to prepare you for your professional life in Australia.

The ECA Advantage provides you with additional benefits including courses and support services, free of charge. These are designed to maximise your professional employment prospects in Australia, and provide you with the opportunity to gain maximum migration points for submitting your Expression of Interest (EOI). Intakes in Sydney and Melbourne are all year-round.

### Entry requirements

- Temporary Graduate Visa (subclass 485) or Bridging Visa
- IELTS, minimum overall score of 6.0 (no individual band below 5.0 - PYPIT, no individual band below 6.0 - SMIPA)
- An Australian Bachelor or Master Degree in Accounting or IT, with a minimum of two years of study in Australia.
- Professional Body Skills Assessment (SMIPA)

### Potential exit benefits

- Gain 5 migration points when you graduate from ECA's PY Course.
- Gain 10 migration points when you achieve IELTS 7.0
- Secure professional employment, work for 1 year and gain 5 migration points.

### Professional Year Offers

- Critical skills for the Australian workforce
- Business Communication Skills
- Small group, simulated business projects
- Professional internship in Australia
- Free Professional Development classes

# Overview

## ECA is an approved provider for both SMIPA (Accounting) & PYP (IT)

Skilled Migration Internship Program Accounting (SMIPA) was developed by CPA Australia, Chartered Accountants Australia and New Zealand and the Institute of Public Accountants, and approved by the Department of Immigration and Border Protection (DIBP), which grants 5 migration points to ECA PY graduates.

The Professional Year Program in Information Technology (PYP IT) was developed by the Australian Computer Society (ACS) and approved by DIBP, granting 5 migration points to ECA PY graduates.



## The ECA Professional Year provides international students with:

- A pathway from Australian university study to professional employment in Australia
- The opportunity to gain 5 migration points, and to submit an Expression of Interest (EOI) under the Australian Government's 'SkillSelect' program
- Guidance in developing job search portfolios and competencies, and the experience of working in a small team simulated business project

ECA Professional Year has intakes every month, with classes held throughout the week, and also on weekends. The duration of the program is approximately 44 weeks.

The program is aimed at graduates with Accounting or IT degrees who have recently graduated, and who have a Temporary Graduate visa (subclass 485) or a Bridging visa A (while waiting for their 485 visa). For details on the 485 visa, please refer to the Department of Immigration and Border Protection website.

# Course Structure

The ECA Professional Year encompasses the following topics:

## Australian Workplace Culture and Practice

Examine Australian workplace cultural norms and the values that underpin workplace behaviour.

Learn the slang, and the 'small talk' that will help you understand the Australian workplace and how people interact in business.

## Working Effectively With diversity

Understand how and why diversity is highly valued in the Australian workplace.

Identify how cultural relationships can contribute to your success.

## Professional Performance Teamwork

If two brains are better than one, imagine a whole team! A study of team dynamics and how you can work in your team effectively.

Sharpen your teamwork skills and build your workplace networks.

## Professional Performance Innovation

Think like an innovator. Learn how to think out of the box and apply those skills to your professional life.

## Reflective Thinking

You have the opportunity to review how you are progressing throughout the course, with ongoing targeted exercises to identify different areas to focus on.

## Job Applications

Get ready for that dream job. You will learn how to prepare your job application, resume and more.

## job Interviews

Practise makes perfect. Learn the skills you need for a successful job interview and then practise applying your learned skills in a mock interview. You will be provided with feedback on your interview strengths and weaknesses, and given tips on how you can improve.

## Introduction to the Business Project and Brainstorming

Start thinking like a Business Person. You will start working in teams and apply your university education to real life scenarios.

## Business Writing and Reports

Learn how to write business communications for a specific target audience, and with a specific goal in mind. Get your audience's attention and support from the start.

## Presentations

Hit the cultural and language mark in your presentations. Obtain real time feedback on how your presentations are received and how you can improve.

# ECA's Professional Year Advantage

## FREE SUPPORT MODULES

### The ECA IELTS Advantages

- Specialised IELTS support activities in writing, reading, listening and speaking.
- Optional sessions on IELTS test strategies, including hints and preparation tips.
- A demonstration of English competency to prospective employers.

### Practical Professional Development

ECA provides optional practical courses:

- Introductory Xero and MYOB classes (or equivalent) for SMIPA (Accounting students)
- Introductory SharePoint classes (or equivalent) for PYP (IT students)

### Professional Job Search Support

- Assistance with job search and placement for students' first professional job.
- Opportunity for a potential 5 immigration points after one year of professional experience in Australia.

## Internship Placements

As part of the SMIPA and PYP programs, students are placed in internships in reputable Australian companies for a period of 12 weeks to gain valuable insight into the Australian workplace, and work experience in their industry in Australia.

more than

**3000**  
*students*  
placed into  
**INTERNSHIPS**  
since 2008!

## INTERNSHIP FEEDBACK

*"... as an Assistant Accountant, my internship is going very well... I have learned a lot of practical knowledge... I am really satisfied and happy with this..."*

**Amy Li, PY Student**

*"What can I say?! Sonia has come such a long way since we first met. From having no experience, she is now a valued member of our team. Her grasp of what we do has been impressive and we are looking forward to developing her skills further. She will always have a role with Switch Digital when she wants one."*

**Lee Stephen, CEO, Switch Digital**

*"... I have learned a lot through this program... I learned to be a better person and ECA has guided me from the scratch, from building my confidence, give me all the tools that I need, and even give me internship opportunity that ended up in permanent part-time position as Accounts Officer. I can't thank ECA enough and I hope all the best for this institute in the future."*

**Devi Jo Yanti**



# STUDENT Testimonials



**Anisa Amilia,**  
PY 2015

“ I gained a lot of skills and valuable knowledge related to my academic background that even I never had in Uni. I also had opportunity to implement the accounting theories I acquired from Uni in real practices. Working under the director supervision gave me more chance to absorb his knowledge and experiences. I was eventually hired as a full time-employee just in one month after I commenced my internship with them. ”

“ ECA internship team is very easy to communicate and supportive. I received very overwhelming feedback and a letter of review from the host company on my performance. ”

**Utsab Bhaukaji**  
PY 2015



“ I gained a lot of skills and valuable knowledge related to my academic background that even I never had in Uni. I also had opportunity to implement the accounting theories I acquired from Uni in real practices. Working under the director supervision gave me more chance to absorb his knowledge and experiences. I was eventually hired as a full time-employee just in one month after I commenced my internship with them. ”



“ The ECA PYP has been a fantastic experience. It has helped me to build to build up my confidence level. Also, I've learned about the Australian Workplace Culture and behaviour. I believe I've developed more knowledge and skills regarding the accounting field than before I joined this course. ”

**Rabina Prajapati**  
PY 2014



## FAQ



### **Why should I enrol in ECA PY?**

The ECA PY can offer you the chance to fine-tune your skills and find employment in your selected field. Our trainers have a wealth of business and training experience, and enjoy sharing their knowledge with students. They are friendly and approachable and always aim to create a classroom environment which is a great place for learning. ECA works with professional partner organisations and a wide range of host companies to ensure relevance, quality and currency.

### **What sort of training is offered?**

The ECA PY offers a range of training techniques to ensure your academic needs are met. Our teaching and learning methods include face to face classroom instruction, supervised computer lab work, role playing, presentations, simulated interviews, small team project work, and supervised industry internship.

### **When should I enrol?**

ECA is accepting new enrolments in PY all year round and new classes are scheduled to start every month. Please refer to the Program Calendar on the website.

### **How do I get an Internship?**

ECA provides an internship service to assist you in finding and completing a suitable and rewarding internship. Subject to ECA approval, you are able to arrange your own internship (self-sourced) if you have suitable contacts within the industry. If not, an ECA internship officer will find an internship position for you, and manage the whole process.

### **How does my ECA PY impact on my migration points?**

Upon successful completion of the PY Course, you will be able to gain 5 additional migration points towards your skilled migration Expression of Interest (EOI), which is required if you wish to stay permanently in Australia.

# Admission Requirements

To be eligible for the ECA Professional Year you must meet the entry requirements as per the table below:

**\*Please note: All documents must be certified.**

ACCOUNTING (SMIPA)	INFORMATION TECHNOLOGY (PYPIT)
<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Passport – Photo page and Expiry Date page</li> <li>• VISA–485SkilledGraduateVisa/BridgingVisa/ Payment Receipt of application for 485 Visa, and valid for a minimum of 12 months from the commencement date of the PY course.</li> <li>• An IELTS score of 6.0 overall, with no bands less than 6.0, and valid for a minimum of 12 months from the commencement date of the PY course OR - A PTE score of 50 overall, with no bands less than 50.</li> <li>• University – Academic Transcript – verifying completion of course, minimum of two (2) years study in Australia</li> <li>• University – Completion Letter – verifying completion of course, minimum of (2) years study in Australia</li> <li>• LetterofAssessmentfromtheGoverningBody (Joint Accounting Bodies)/Payment Receipt of Application for Letter of Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Passport – Photo page and Expiry Date page</li> <li>• VISA–485SkilledGraduateVisa/BridgingVisa/ Payment Receipt of application for 485 Visa, and valid for a minimum of 12 months from the commencement date of the PY course.</li> <li>• An IELTS score of 6.0 overall, with no bands less than 5.0, and valid for a minimum of 12 months from the commencement date of the PY course OR - A PTE score of 50 overall, with no bands less than 36.</li> <li>• University – Academic Transcript – verifying completion of course, minimum of two (2) years study in Australia</li> <li>• University – Completion Letter – verifying completion of course, minimum of (2) years study in Australia</li> </ul>

## Fees

### Professional Year Program Fees and Payment Options:

	SMIPA	PYP (IT)
Enrolment Fee (non-refundable)	\$200	\$200
Tuition Fee	\$7,000	\$11,500
<b>TOTAL</b>	<b>\$7,200</b>	<b>\$11,700</b>
<b>Tuition Fee Payment Options</b>		
Upfront Payment	\$7,200	\$11,700
2 instalments	2 x \$3,500	2 x \$5,850
4 instalments*	4 x \$1,750	4 x \$2,875
6 instalments*	6 x \$1,167	6 x \$1,917

**\* By Direct Debit only**

- First instalment must be paid prior to commencement
- Paying by instalments student must use Direct Debit payment option unless otherwise agreed. Direct Debit Form must be submitted with the Acceptance Form.

Fees apply for all ECA Professional Year classes. **Check for current promotions and scholarships.**



*'More than a great education'*





## Contact Details

### Sydney Main Campus

Level 2-4, 545 Kent Street, Sydney NSW 2000

### Melbourne Campus

Level 7, 399 Lonsdale Street, Melbourne VIC 3000

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