Accounting and Finance Conversion Courses are a suite of bridging courses for accounting and finance graduates and overseas-trained accountants seeking to fill gaps in the Core Knowledge educational entry requirements of Australian accounting professional bodies:

- The Institute of Chartered Accountants in Australia (ICAA)
- CPA Australia, and
- The Institute of Public Accountants (IPA)

or as courses for continuing professional education in accounting.

ABOUT THE ACCOUNTING AND FINANCE CONVERSION COURSES (AFCC)

Accounting is an exciting and rewarding career that provides a wide range of employment opportunities. One of the requirements to become a member of the Australian accounting professional bodies is to achieve what they describe as Core Knowledge. The Accounting and Finance Conversion Courses provide a vehicle to completing some of the core knowledge.

The AFCC are targeted at the graduate with a business/commerce type degree or an overseas-trained accountant looking to complete Core Knowledge gaps in their previous studies. Courses in the AFCC provide a bridge for these missing Core Knowledge areas. As a suite of individual courses, the AFCC offer the flexibility of only having to do the courses required to satisfy the Core Knowledge areas not covered in previous studies.

The AFCC are designed to fill gaps and are not part of an award course that leads to a diploma or degree. Anyone with a degree or qualification outside of the accounting or finance area who must complete most or all of the accounting professional bodies’ Core Knowledge areas should look to the UTS Business School’s Master of Professional Accounting or the MBA with a Professional Accounting Major.

ARE THE AFCC THE COURSES FOR YOU?

The answer is “YES” if you are:

- An Australian accounting/finance graduate who has accounting qualifications accredited and accepted by the accounting professional bodies and who needs to fill gaps in previous studies.
- An overseas trained accountant looking for professional development [may be eligible for FEE-HELP]. See back page for more information.

THE AFCC AND THE ACCOUNTING PROFESSIONAL BODIES

AFCC are recognised by:

- The Institute of Chartered Accountants in Australia (ICAA)
- CPA Australia (CPA) and,
- Institute of Public Accountants (IPA)

The Accounting Professional Bodies have recognised the AFCC as courses of study that cover parts of the Core Knowledge requirements. On their own, the AFCC do not on provide the basis for Accounting Professional Body membership. There is a range of study and experience requirements to join an Accounting Professional Body.

Applicants for the AFCC should carefully examine the Accounting Professional Bodies requirements about completing the Core Knowledge areas and the other requirements to gain membership, particularly the requirement to have completed a degree or post graduate award.

For membership requirements please contact the accounting professional bodies’ (ICAA, CPA Australia or the IPA).

The accounting professional bodies reserve the right to make the final determination on satisfying Core Knowledge requirements. It is the responsibility of applicants to ensure they are eligible to seek accounting professional body membership.
ACCOUNTING PROFESSIONAL BODY ASSESSMENT
ICAA, CPA Australia and/or the IPA must assess qualifications gained overseas. An accounting professional body assessment letter indicating missing Core Knowledge components is necessary to select courses to study in the AFCC. The Accounting professional body assessment letter is also necessary to obtain FEE-HELP.

WHAT CERTIFICATION WILL I RECEIVE FROM THE AFCC?
Completing the AFCC does not lead to an award of Degree or Diploma.
Candidates will receive at the end of each teaching period an examination result notice for the course(s) attempted in that teaching period. They will also receive an academic transcript of all courses completed (by request).

One copy of the academic transcript is provided free, additional copies incur a fee.

WHEN AND WHERE ARE AFCC CLASSES HELD?
The AFCC are offered on a part-time basis and are scheduled weeknights 6-9pm. The recommended study load, assuming full-time employment, is two courses in each of the Autumn and Spring semesters. Students should carefully assess their ability to manage their study load if seeking to exceed the recommended study load. Courses are scheduled to optimise the recommended study load.

Class times and semesters for 2014
> Autumn Semester 24 February to 27 June 2014
> Spring Semester 28 July to 28 November 2014

<table>
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<tr>
<th>Teaching Period</th>
<th>Class Time</th>
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<tr>
<td>Autumn and Spring</td>
<td>3 hours of class contact one night per week between Monday and Friday 6-9pm for 13 weeks.</td>
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<td>Semesters</td>
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Courses in the AFCC are only offered based on demand therefore some subjects may not be available every semester. The Accounting Discipline Group reserves the right to make changes to or cancel the courses offered.

Location
Classes are held at the UTS City Campus, either at the UTS Business School, Haymarket Campus or other UTS City campus buildings, such as the Tower Building on Broadway. All City Campus buildings are within walking distance of Central Railway Station and Railway Square bus interchange. Commercial car parks are also available in the Haymarket area.
WHAT ARE THE AFCC FEES?
Tuition fees for 2014 are $1820 per-course. These fees are reviewed annually. Additional expenses for textbooks and course materials may apply. Payments are accepted by credit card only via our website. Government assistance for tuition fees through FEE-HELP may be available for overseas-trained accounting professionals.

Late applications may be accepted but attract a non-refundable administration fee levied on a per-course basis. The administration fee is not covered by FEE-HELP.

Administration fees apply to all students for all course withdrawals. Application to withdraw must be received in writing, by accounting.bus@uts.edu.au. You will then be advised the penalty amount that applies to you. FEE-HELP students withdrawing after the semesters Census date will still incur FEE-HELP debt as well as paying an administration fee.

FEE-HELP – Commonwealth assistance for tuition fees
Overseas trained accounting professionals may be eligible for government financial assistance for tuition fees with FEE-HELP. To be eligible for FEE-HELP an applicant must be an overseas trained accounting professional who does not meet all the requirements for entry to the accounting profession in Australia. To be eligible for FEE-HELP an applicant must:

- be an Australian citizen or permanent resident;
- provide proof of completion of their degree in the Accounting/Business field together with transcripts from their overseas institution;
- have a current accounting professional body assessment from either CPAA, ICAA or IPA.

FEE-HELP is not available to undertake a bridging course in order to change professions.

Applicants for FEE-HELP must lodge in person a Request for FEE-HELP Assistance form with their completed AFCC Application for Admission form, together with certified copies of documents providing evidence about each of the above eligibility criteria.

Request for FEE-HELP Assistance forms are available at the Accounting Discipline Group Office or the UTS Fees Office. If an applicant wishes to use FEE-HELP to pay AFCC tuition fees the FEE-HELP loan facility must be approved to complete AFCC enrolment.

Information on FEE-HELP can be found in the FEE-HELP Information booklet or at: studyassist.gov.au.

HOW DO I APPLY FOR THE AFCC?
Applications are submitted online on business.uts.edu.au/afcc unless applying for FEE-HELP in which case you will need to visit the Accounting Discipline Group office in person.
FURTHER INFORMATION AND CONTACT DETAILS
For information on ICAA, CPA Australia and IPA professional membership requirements, please contact the professional body directly:

The Institute of Chartered Accountants in Australia (ICAA)
Phone: 1300 137 322
Email: service@charteredaccountants.com.au
Web: charteredaccountants.com.au

CPA Australia (CPA)
Phone: 1300 737 373
Email: osassess@cpaaustralia.com.au
Web: cpaaustralia.com.au

Institute of Public Accountants (IPA)
Phone: 02 8262 6000
Email: nswdivn@publicaccountants.org.au
Web: publicaccountants.org.au

Further information on the Accounting and Finance Conversion Courses (AFCC) can be obtained from:

Address: University of Technology, Sydney Accounting Discipline Group Building 5, Block C, Level 3 1-59 Quay Street Haymarket NSW 2000
Postal Address: AFCC – Accounting Discipline Group PO Box 123 Broadway NSW 2007
Phone: (02) 9514 3561
Fax: (02) 9514 3669
Email: accounting.bus@uts.edu.au
Web: uts.ac/uts-afcc

DISCLAIMER: The information in this brochure is correct at September 2013. Changes in circumstances after this date may alter the accuracy or currency of the information. The UTS reserves the right to alter any matter described in this brochure without notice.

Readers are responsible for verifying information that pertains to them by contacting the university.