Afsar Ahmed
Performance Education SMIPA (Accounting) Professional Year Graduate, 2013
Read Afsar’s story inside on page 5...

93% of 2013 graduates rate quality of Internship Program as ‘Outstanding’, ‘Very Good’ or ‘Good’*

96% of 2013 graduates rate quality of Teachers as ‘Outstanding’, ‘Very Good’ or ‘Good’*

Performance Education is an approved SMIPA & IT Professional Year Provider with the following professional bodies.
Professional Year Programs

The Professional Year (PY) Programs are gazetted by the Department of Immigration and Border Protection (DIBP) to address Australia’s skills shortage through enhancing the employability of recent international graduates in specific professions.

Performance Education is one of the leading accredited Professional Year providers of the following programs:
- Australian Computer Society (ACS) Professional Year Program
- Accounting (SMIPA) Professional Year Program

Preparing you for the Australian professional workplace

The Professional Year course integrates specialised business communication and business culture training with career skills development. It includes an invaluable internship within the student’s nominated profession, allowing them to develop relevant Australian work experience.

Upon completion of the Professional Year Program, qualifying candidates may also be eligible to receive points towards their permanent residency under the Skilled Migration pathway.

We Change Lives

Established in 2006 to improve the careers of professionals who have English as their second language, Performance Education is now a leader in this space. More than a motto, Your Career Success is Our Goal is what drives us to ensure that each and every student is given the best possible training and support to achieve their career goals. Integrating specialised business communication and business culture training with career skills development, our programs enhance the employability of recent graduates at the beginning of their careers – Your Career Success is Our Goal!

To date, Performance Education has enrolled over 2,500 students in its Professional Year Programs in Accounting and IT.

Employment Outcomes:
What are Performance Education Graduates doing now?*

88% of graduates said their Professional Year qualification made a difference in getting a job*

Yan Ling
ACS (IT) Professional Year Graduate 2013

The Professional Year Program at Performance Education gave me the confidence to communicate effectively in a professional business setting, to step into the IT field and develop my career. I have increased my professional and social networks which I believe will be of great benefit in job seeking.

Accreditation

Performance Education is an approved provider of Professional Year Programs with the following Professional Bodies:

* Statistics cited are from an independent survey of 246 Performance Education Professional Year graduates conducted by McCrindle Research in November 2013.
Why choose Performance Education for your Professional Year?

**We Genuinely Care**
At Performance Education, genuinely caring about our students is central to our being. From the course design to the type of internship you receive, it’s all about you and your pathway to your professional career in Australia.

**The Right Internship**
With a 100% success rate in internship placements, Performance Education will find the right host company to help kick-start your professional career in Australia.

Since 2006, the Performance Group has placed more than 2,000 interns in over 850 companies in Melbourne and Sydney. Our host companies range from large brand name multinationals to dynamic growth companies.

55% of our 2013 Professional Year graduates were employed by their host company following their internship.

**Outcomes Based – Industry Relevant Content**
Our program is focussed on your career success with clear outcomes for your professional employment. Designed and written by leading HR, IT, Recruitment and Accounting professionals to give you an advantage in a competitive job market.

**Professional Highly Qualified Teachers**
Our team of highly qualified and experienced teachers are selected for their quality, care for students and exposure to the Australian workplace.

**Flexible Timetable and Payments**
Allowing you to manage your work/life/study balance, as well as your finances. A choice of weekday and weekend classes are available. Guaranteed monthly intakes.

**Professional Networking with Industry Leaders**
Our Careers Seminar Series allows you to interact with industry leaders, employers and recruiters on current trends and initiatives while also providing you with the opportunity to expand your professional networks and experience.

**Complimentary MYOB® and Microsoft Excel™ Training**
For your on-going professional development.

**IELTS Test Preparation**
To help you attain the English skills necessary to successfully commence your professional career in Australia.

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90% of our graduates were ‘extremely likely’ or ‘very likely’ to refer the PY Program to a friend.

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I choose Performance Education’s PY Program because it will enable me to narrow the gap between academic study and professional work, allowing me to get myself prepared and kick start my career in the near future. The face-to-face training sessions will introduce me to workplace in Australia, give me an insightful understanding of the Australian working culture and provide me with a clear guidance on how to become a professional accountant.

Furthermore, the industry experts and career consultants from Performance Education will equip me with the most practical job search and resumé writing skills assisting me in successfully setting my career direction and improving my job seeking efforts.

Henry Huang
SMIPA (Accounting) Professional Year Student & Scholarship Recipient, 2013

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To hear what more of our graduates have to say, view their videos at www.performance.edu.au/professional-year/student-stories
Timetables to suit your needs for work and study

The Performance Education PY Program is divided into four stages:

**STAGE 1: FACE-TO-FACE CLASSES**
Encompassing seven 4-week long subjects, this first stage is designed to provide you with the theoretical knowledge and communication skills to successfully integrate into the Australian business setting in your nominated profession.
Students are required to attend the campus one day a week. A choice of week and weekend days are available.

**STAGE 2: CAREERS SEMINARS**
Featuring recruitment specialists and experienced trainers these seminars offer invaluable insights and practical advice on how to kick-start your career in Australia, whilst providing the opportunity to expand your professional network.

**STAGE 3: PROFESSIONAL INTERNSHIP**
The 12 week professional internship is where you will gain the practical experience of working in your nominated profession in Australia.

**STAGE 4: PRACTICAL APPLICATIONS**
During this final stage of your course you will consolidate your classroom studies and internship experiences and prepare to successfully begin the next stage of your life – working in your nominated profession in Australia.
These workshops will be held over three days in Week 42 of the program.

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**// PY TIMETABLE**

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<tr>
<th>WEEK</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>7</th>
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**// FACE-TO-FACE MODULES**

**Australian Business Culture (ABC)**
This subject focuses on developing communication skills in Australian multi-cultural and diverse work environments. Practical and authentic scenarios, case studies and simulations are introduced to practise and improve these skills.
Students actively participate in the classroom activities that provide many opportunities to enhance understanding of cross cultural communication, appreciation of different cultures and how these cultural differences will affect business operations in a global market. Australian Business Culture allows students to look at the role of teams in organisations and the qualities of effective teams and leaders in the workplace.

**Australian Business Environment (ABE)**
Thorough workplace preparation means understanding various codes of conduct that relate to policies and procedures in the Australian workplace. Students study techniques for creating and implementing policies and procedures, including a strong focus on Workplace Health and Safety.
Equally important is the understanding of appropriate behaviour, workplace norms and business etiquette to allow our students to settle in to their workplace with confidence.
Australian Workplace Skills (AWS)
Long term career plans are usually a low priority for recent graduates. However, we encourage our students to develop short, medium and longer term career management strategies and pathways to achieve their goals. Finding the job is only the first step; once employed there are many things that employees need to do to demonstrate that they are the right person for the job.

Employer expectations, induction and orientation programs, building workplace relationships, networking and professional development are some of the themes that are reviewed in this subject.

Achieving Career Success (ACS)
Achieving Career Success focuses exclusively on teaching students how to achieve gainful employment in their nominated profession. This starts with developing self-awareness, identifying personal characteristics, and highlighting one’s strengths and weaknesses.

Job search strategies and methods to target appropriate job opportunities are discussed and evaluated. Part of this process is analysing job advertisements and understanding exactly what the employer is looking for.

With the support of their teachers, students spend valuable time drafting job applications and preparing for employment interviews.

Professional Business Communication (PBC)
The three PBC subjects build the language skills needed in an Australian workplace. PBC will develop language skills for work related tasks such as: preparing written reports, appropriate email communication styles, conducting meetings and presenting to your peers or a client.

Students will participate in mock business meetings and learn appropriate behaviour for an Australian business setting, develop a professional presentation which engages the audience, expand their business related vocabulary and improve their awareness of appropriate styles of language for business communication.

Practical Applications (PA)
Unique to Performance Education, Practical Applications provides students with the opportunity to integrate their classroom studies and internship experiences in three workshops that provide time for thoughtful reflection, consolidation of what’s been learnt, and revision of key components.

Content draws on the work of some of the world’s leading self-management, leadership and career consultants with a view to preparing students for full performance in their chosen career.

This face-to-face workshop component is the final stage in preparing our students for stepping into the workforce. Students will be given support updating and finalising their resumés, honing interview techniques and creating a Linkedin profile.

LEGEND: OS = Orientation Session        PB = Program Break        GS = Graduation Session        PA = Practical Applications
Our Campuses

✔ Located in the heart of the CBD
✔ Comfortable student lounge & kitchen area
✔ Computer terminals and WiFi access
✔ Extensive Learning Resource Hub

Sydney
Level 8, 333 Kent Street, Sydney
T: +61 2 9619 5350  F: +61 2 9619 5351
E: sydney@performanceeducation.com.au

Australia’s largest city, Sydney is home to some of the country’s most recognisable sights and largest corporations. The Sydney School is located in the heart of central business district. With easy access to public transport, a wide range of shops, food courts and Darling Harbour are a short walk away. Enjoy modern school premises with 9 classrooms, student lounge and kitchen, excellent IT facilities with 29 computers and Wi-Fi access.

Melbourne
Level 2, 277 Flinders Lane, Melbourne
T: +61 3 9650 4080  F: +61 3 9650 8030
E: melbourne@performanceeducation.com.au

Melbourne is arguably Australia’s most multicultural city, a vibrant metropolis that boasts some of the county’s most influential organisations. The Melbourne school is centrally located in the city centre with excellent public transport on the doorstep. The modern premises are spacious and include 13 classrooms, student lounge and kitchen and excellent IT facilities with 30 computers and Wi-Fi access.
Enrolment & Program Fees

The Enrolment Process

1. You must complete and submit the Performance Education Enrolment Form (either by email, post, fax or in person), attaching the following documents:
   i. Copy of relevant academic transcripts and completion letter
   ii. Copy of current IELTS certificate demonstrating overall 6.0 and no less than 6.0 in each skill
   iii. Copy of current Australian visa
   iv. Copy of resumé
   v. Copy of relevant Skills Assessment
   vi. Copy of your current passport showing the photo page

2. You are then required to attend an interview with Performance Education to ascertain suitability for the program.

3. If successful, you will be issued a Letter of Offer to commence the Professional Year Program with Performance Education.

4. You must pay the Administration and Materials Fee plus initial tuition instalment prior to being issued with a Confirmation of Enrolment.

5. You must attend a Student Orientation session in the week your course commences. This is compulsory and is not necessarily held on the same day as your class.

Eligibility

To be eligible† for the Performance Education Professional Year and potentially receive points towards Skilled Migration, you must have:
- Completed a recognised Accounting or IT degree in Australia that provides a minimum of 2 years credit points. This must be completed over a minimum of 18 months
- Obtained or applied for a Graduate (Temporary) Visa (subclass 485)* with a minimum 12 months validity
- A current IELTS score of 6.0 overall and not less than 6.0 in any skill
- A Migration Skills Assessment (or evidence of the application thereof) from a relevant professional body

* Further information on Graduate (Temporary) Visa (subclass 485) can be found at: http://www.immi.gov.au/skilled/general-skilled-migration/485/
† Eligibility requirements are correct at the time of printing. Performance Education reserves the right to alter these without prior notice.

Internship Host Companies

At Performance Education, you are placed into your internship following a comprehensive interview to ascertain your career needs and objectives. Points taken into consideration include:
- Industry of choice
- Specific area of expertise
- Relevant experience

Program Fees & Payment Options

SMIPA Professional Year – Accounting
Effective 1 March 2014

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<th>Admin. &amp; Materials</th>
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ACS Professional Year – IT
Effective 1 March 2014

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<tbody>
<tr>
<td>Upfront Payment</td>
<td>$250</td>
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<tr>
<td>Monthly Instalments</td>
<td>$250</td>
<td>8 payments of $1,575;</td>
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Program Requirements

Attendance
To successfully complete the Professional Year Program, you must meet Performance Education’s attendance requirements as per our Attendance Policy. It is the expectation of the Professional Bodies and Performance Education that students organise their time to attend 100% of their program.

Assessments and Assignments
You must successfully complete all assessments associated with the course.

Internship
You must successfully complete all relevant requirements of the Internship element of the Professional Year Program. 100% attendance throughout the internship period is required.

Professional Body Requirements
There may also be a requirement for you to attend Professional Development events as determined by the Professional Bodies. ACS Professional Year students are also required to complete an online module and assessments as set by the ACS.
OTHER PROGRAMS OFFERED BY THE PERFORMANCE EDUCATION GROUP

• ENGLISH LANGUAGE TRAINING PROGRAMS
  General English, Professional Business English, English for Academic Purposes and IELTS Test Preparation courses.

• INTERNSHIP PLACEMENT PROGRAMS
  A choice of a 12 week program, plus additional intensive career coaching workshop module.

Prices and information are correct at time of printing. Performance Education reserves the right to make amendments at any time without prior notice.