

## PROFESSIONAL YEAR ELIGIBILITY CHECKLIST

This checklist is used to assess applicants' eligibility for enrolment into AMTC PY programs. It must be used by PY Admissions Officers, Business Development Representatives and/or Agents before application submission.

APPLICANT DETAILS			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Other: _____	Gender:	<input type="checkbox"/> Male  <input type="checkbox"/> Female
Applicant's full name:			
Mobile number:		E-mail:	
PY course:	<input type="checkbox"/> ACS	<input type="checkbox"/> APYP	

Please tick the boxes if the applicant can provide the evidence of the following requirements:

SECTION A – VISA REQUIREMENTS	
The applicant must hold a valid passport and visa that allows full work and study rights whilst undertaking the PYear:	
<input type="checkbox"/> Graduate 485 visa (or other appropriate visa), or bridging visas associated with the 485 visa, AND	
<input type="checkbox"/> Minimum of 12 months' validity (365 days) on their visa from the date of PYear commencement;	
<b>NOTE:</b> <ul style="list-style-type: none"> <li>Applicants who have completed their principal course of study and are on a Bridging Visa to a 485 are assumed to have sufficient validity and may be permitted to enter the program ensuring that the Bridging Visa Grant Notification Date is prior to PYear commencement. Applicants must be reminded that should their visa application fail, they will need to withdraw from the program unless they can obtain another visa suitable for PYear continuation.</li> <li>Other visas such as a 482 (previously 457), 489, or 402 visas, including linked spouses or dependents, may be eligible to undertake the PYear <b>so long as they can demonstrate full work and study rights over the required validity period.</b></li> <li>An "Acknowledge of Visa Application for a 485" is NOT accepted as a sufficient evidence due to limitations of an applicant's student visa conditions (i.e. unsuitable work and study rights)</li> <li>If a participant is on a student visa they must have completed their principle course of study prior to commencing the Program, provide evidence of having applied for a 485 visa or bridging visa. Participants enrolling on a student or bridging visa must have been granted a 485 Temporary Graduate visa by the end of their Program</li> </ul>	
SECTION B – ACADEMIC REQUIREMENTS	
ACS PY	APYP
The applicant must hold: <input type="checkbox"/> An ICT-related Bachelor or Master degree or higher from an Australian tertiary institution with minimum of 2 years' full-time study (*) in Australia prior to commencing PYear per the Australian Study Requirement (ASR). <b>Other qualification considerations (Refer to Appendix 1)</b>	The applicant must hold: <input type="checkbox"/> A Bachelor degree or higher from an Australian tertiary institution with minimum of 2 years' full-time study (*) in Australia Required Accounting subjects (refer to Appendix 2). Completed in last two years.
<b>NOTE: (*) Two Academic Years is defined as being at least 92 weeks according to the CRICOS registration of full-time study</b>	
SECTION C – ENGLISH LANGUAGE REQUIREMENTS	
The applicant must hold the current English Language Test Scores (ELTS): IELTS score of 6.0 overall (Academic or General) or equivalent (*) & no bands below 6.0 (* Refer to Appendix 3 for ELTS equivalencies)	
<b>ACS ELTS validity period:</b> ELTS undertaken in one sitting WITHIN 3 YEARS immediately prior to the date of PYear commencement.	<b>APYP ELTS validity period:</b> ELTS undertaken in one sitting WITHIN 3 YEARS immediately prior to the date of PYear commencement.
SECTION D – SKILLS ASSESSMENT	
ACS PY	APYP
Not required but recommended	<input type="checkbox"/> Have a positive skills assessment from one of the Professional Accounting Bodies (mandatory) prior to the date of professional year commencement

### FOR OFFICE USE ONLY

Is the applicant eligible to take the program?       Yes     No

ATMC staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 1: OTHER QUALIFICATION CONSIDERATIONS

- PYear applicants are required to have completed an ICT Major in Australia. ICT minors do not satisfy PYear entry requirements. In accordance with ACS' Migration Skills Assessment Guidelines, determination of an eligible ICT major is based on the following assessable criteria:
  - A standard 3-year Bachelor level qualification is deemed as having a major in computing if at least 33% of the qualification is ICT.
  - A post graduate qualification [ . . . ] that does not require a Bachelor with an ICT major for entry is deemed as having a major in computing if at least 50% of the qualification is ICT. An Australian postgraduate degree with only 12 subjects requires at least 67% ICT content.
  - For more details regarding ICT Major criteria, see ACS Skills Assessment Guidelines for Applicants or refer to further support regarding vetting qualifications below.
- Applicants must demonstrate that their Australian ICT qualification is closely related to their future nominated occupation (ANZSCO). Per ACS Skills Assessment Guidelines for Applicants, at least 65% of the ICT content must be closely related to the nominated occupation.
- In cases where a degree or testamur is not yet awarded, the applicant must provide an official document from the accredited tertiary institution that clearly states the date the student met all the course requirements and became eligible to be awarded the qualification. At the earliest, PYear commencement must occur after the stated date.
- As with visa requirements, priority for enrolment should be given to those applicants who have completed a suitable Australian ICT degree within the last two years. However, other applicants who have attained an Australian ICT qualification may be accepted.
- Applicants must satisfy the Australian Study Requirement (ASR) for visa purposes, and this does not have to be solely completed within a student's Australian ICT qualification. Per DHA, "to meet the Australian study requirement you must have completed either:
  - a single eligible qualification that requires at least 2 academic years study, or
  - more than 1 qualification that results in a total of at least 2 academic years study resulting in an eligible qualification
  - You must have completed your study in Australia, in a total of no less than 16 calendar months, while you held a visa authorising you to study." ACS Skills Assessment does not assess whether applicants meet the ASR requirement for immigration. This is determined by DHA. See [immi.homeaffairs.gov.au](http://immi.homeaffairs.gov.au) for more details.
- It is strongly recommended that PYPs refer all applicants who approach the Professional Year in ICT with a Master or Bachelor of Commerce or Business Administration for ACS Skills Assessment prior to enrolment. See "Vetting Qualifications" for advice.

## APPENDIX 2: AUSTRALIA REQUIRED ACCOUNTING SUBJECTS AS PART OF THE DEGREE(S):

- Accounting Systems and Processes
- Business Law
- Economics
- Financial Accounting and Reporting
- Finance and Financial Management
- Management Accounting
- Quantitative Methods
- Australian Tax Law<sup>^</sup>
- Audit and Assurance<sup>^</sup>

<sup>^</sup>These subjects are not needed for enrolment into the PYear Program, but may be needed for a positive skills assessment depending on the ANZSCO code a participant will apply for PR.

## APPENDIX 3: ELTS EQUIVALANCIES

- TOEFL iBT – total score of at least 64, with at least 12 in listening, 13 in reading, 18 in speaking and 21 in writing.
- CAE – overall score of at least 169 with nothing below 169 in each of the four test components
- OET – a score of at least "B" in each of the four test components
- PTE – overall score of at least 50 with no bands below 50 in each of the four components