



Accounting

macleay college



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Welcome to Macleay and thank you for considering studying with us. Choosing where to study is a big decision so we hope this brochure helps you decide not only where you'd like to study, but just as importantly, how you'd like to study.

Before we go any further, we think it's important to talk about why studying at Macleay might be different to perhaps studying somewhere else. It's important because our approach to education is different.

Our approach is to focus very much on offering premium learning experiences for our students which includes understanding that everyone's learning experience is different and individual. We do this because it works. It works for us because it gives us lots of student success stories and it works for our students because they are the success stories. Simple really.



Creative learning

The way you'll be learning with us is also different.

For a start, most of your studies will be centred around project based learning. This means you'll be working on authentic real-life projects with your peers and with your industry based teachers in a creative learning environment where everyone has a voice and where everyone can make a contribution.

It's an environment which also provides plenty of opportunity for you to express your individuality. You could for example be part of the finance team that's working to launch a new tech business. You could be involved with budget planning for a start-up enterprise or helping to research the financial consequences of an ageing population on a business's bottom line. Maybe you'll be helping an accounting firm forecast the financial impact of global warming for big business or maybe you'll start small with your own business and be looking after the books for family and friends.

Another reason why studying at Macleay is different is that we actively encourage our students to be as entrepreneurial as they would like. By this we mean we're excited about ideas and the inspiration they bring. We're excited about seeing ideas come to life and the joy that comes from discovery.

We support the principles behind design thinking which tackles problem solving through research, problem definition, ideas generation, prototyping and testing. We're comfortable with the idea that it's OK to fail fast and fail often because it's an important part of the road to success.

Individual pathways

We understand that different people are looking for different outcomes when they come to Macleay. We also understand that everyone's journey is different. That where we've come from is different and where we're hoping to go is different.

Perhaps you're finishing high school and you're looking to start building a career. Maybe you're at university but would either like to expand your view of the world by learning from industry based teachers or would like to shrink the class sizes you're in and be part of a more intimate environment. Maybe you're already working and would like to change the world but need to change your world first by learning something new. And maybe it's none of these things. Maybe you just simply want to learn about something you're interested in and then see where your journey takes you.

POSITIVE EDUCATION | We adopt the principles and practices of positive education at Macleay.

We teach students how to adopt a growth mindset and how to capitalise on their strengths.

Students develop skills that support relationship development, enhance personal reliance, adopt mindfulness and gratitude and encourage a healthy lifestyle. These qualities will help them respond constructively to challenges in their studies as well as their broader personal and work life.

This empowers individuals to realise their potential and flourish.



And your journey can take you anywhere

The business of accounting reaches into every aspect of the world's economies. It's the oil that keeps the wheels of business turning. This means the opportunities available to you are almost endless. You might be interested in exploring the world's best tourist destinations by working for a travel company. You might be interested in the new cryptocurrencies like Bitcoin and the impact digital currencies are having. Maybe you're hoping to look after the books for a fashion design duo which grows into a fashion empire. Or maybe you'd love to be part of the team that launches a best selling app. Career opportunities in accounting are limited only by your imagination.

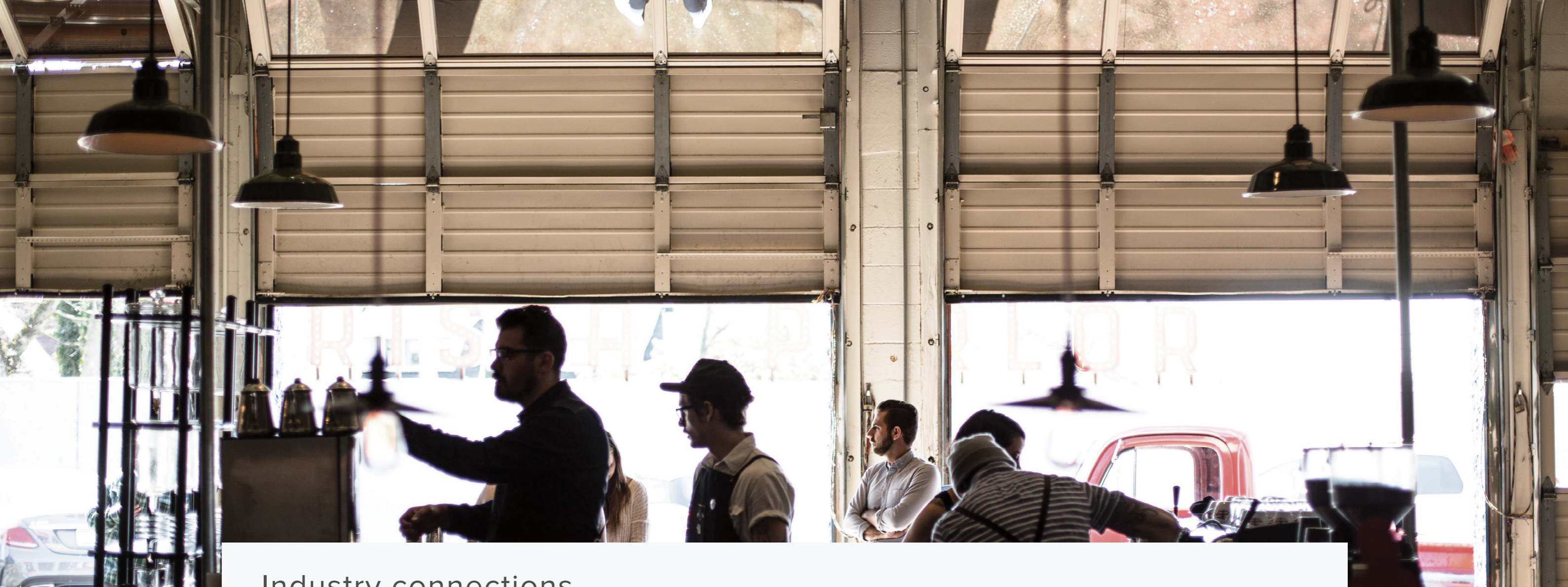
Different pathways also recognises that everyone learns in different ways. Some people prefer learning by doing while others are more academically inclined. If you enjoy learning in a more practical hands-on way, you could study our Diploma. Graduating with a Diploma gives you an industry entry level qualification and just as importantly, it gives you a pathway into a Degree. Graduating with a one-year Diploma means you're halfway towards a Degree.

If you already know you'd like to study for a higher qualification, you can enrol straight into our two-year Degree. As you know, most Degrees are three years but 3 can go into 2. We've checked. And it was industry we checked with. It's industry that's telling us having a qualification is essential - not necessarily because of the qualification but because of what you learn during your studies. From their point of view, if a two-year Degree is more disciplined and industry focused than a three-year Degree that can only be a good thing.

The idea that everyone's journey is different also applies to our entry criteria. There are a number of different pathways to enrolment and all the information you'll need can be found on our website by clicking [here](#). However, as with most things, it pays to do the research. And the best way to find out about enrolling is to get in touch with us and we can talk you through what your options are. It's also a really good way for you to keep finding out what's different about us and for us to start finding out what's different about you...and in the process, be reminded that being different is what unites us all.

Course overviews

	INTAKES	DURATION	NO OF SUBJECTS	FEES	INTERNSHIPS
DIPLOMA OF ACCOUNTING	FEBRUARY MAY SEPTEMBER	2 TRIMESTERS FULL-TIME OR 4 TRIMESTERS PART-TIME	8	8 SUBJECTS @ \$2,500	
BACHELOR OF BUSINESS (ACCOUNTING)	FEBRUARY MAY SEPTEMBER	2 YEARS FULL-TIME OR 4 YEARS PART-TIME	24 OR 16 + 8 SUBJECTS FROM THE DIPLOMA	24 SUBJECTS @ \$2,500 OR 8 SUBJECTS @ \$2,500 FROM THE DIPLOMA + 16 SUBJECTS @ \$2,500	84 HOURS



Industry connections

The whole point of a qualification is to help you join the industry you'd like to be a part of, or to become better qualified in an industry you're already in. Either way, getting as much industry exposure as you can while you're studying is always going to be a good thing.

On the basis that it's not only what you know, but also who you know, learning from as many industry people as possible is really important. That's why all our teachers are industry professionals who work in businesses which relate to the subjects they teach. This means they deliver their subjects from an industry perspective.

As well as our industry based teachers, you'll also meet and hear from a range of industry guest speakers.

Another important way to connect with industry is through internships. We'll help find you an internship that's suited to you and which is going to help you keep learning. Internships not only provide you with valuable work experience, there's always the chance they might lead to an amazing job opportunity.

Industry based teachers, industry guest speakers and internships are an essential part of your studies and combine to provide you with a wide range of professional insights. They're also an excellent way to help you build an industry network.



Industry courses

As the world of accounting continues to evolve at an ever accelerating rate, it creates more and more exciting opportunities for everyone involved in the areas of finance and accounting.

In response to this constantly evolving environment, our Diploma of Accounting and Bachelor of Business (Accounting) are designed to be industry focussed.

Real world projects, internships and industry engagement lie at the heart of our courses. By giving you a solid foundation of knowledge and skills, each course will help set you up for a career in the accounting industry.

Job opportunities include:

ACCOUNTANT | ACCOUNTS OFFICER | ACCOUNTS PAYABLE | ACCOUNTS RECEIVABLE | BOOKKEEPING ASSISTANT

To build on your accounting knowledge and skills, the following electives are offered to further develop skills in business and management.

DIGITAL MARKETING STRATEGY

PROJECT MANAGEMENT

STRATEGIC MANAGEMENT

THE MARKETING PLAN

BUSINESS IN A GLOBAL CONTEXT

BUSINESS METRICS

LEADERSHIP AND CHANGE MANAGEMENT



Accounting

DIPLOMA + BACHELOR OF BUSINESS (ACCOUNTING) SUBJECTS

YEAR 1

YEAR 2

DIPLOMA OF ACCOUNTING

BACHELOR OF BUSINESS (ACCOUNTING)

FOUNDATIONS OF MARKETING	ECONOMICS FOR BUSINESS	APPLIED BUSINESS FINANCE
BUSINESS COMMUNICATIONS	ACCOUNTING INFORMATION SYSTEMS	BUSINESS RESEARCH: ANALYSIS
BUSINESS FUNDAMENTALS	BUSINESS LAW	MANAGEMENT ACCOUNTING
ACCOUNTING 1	ACCOUNTING 2	BUSINESS ETHICS AND GOVERNANCE

FINANCIAL ACCOUNTING	ADVANCED MANAGEMENT ACCOUNTING FOR DECISION MAKING	AUDIT AND ASSURANCE
CORPORATIONS LAW	CORPORATE ACCOUNTING	ACCOUNTING THEORY
BUSINESS VALUATIONS AND FINANCIAL STATEMENT ANALYSIS	TAXATION LAW	ELECTIVE 3
ELECTIVE 1	ELECTIVE 2	ACCOUNTING BUSINESS INTERNSHIP

ELECTIVES →

CHOOSE ONE [ELECTIVE 1]

- THE MARKETING PLAN
- DIGITAL BUSINESS COMMUNICATIONS
- CREATIVITY AND INNOVATION
- ACCOUNT MANAGEMENT
- DIGITAL MARKETING STRATEGY

CHOOSE TWO [ELECTIVES 2 + 3]

- BUSINESS IN A GLOBAL CONTEXT
- BUSINESS METRICS
- LEADERSHIP AND CHANGE MANAGEMENT
- PROJECT MANAGEMENT
- STRATEGIC MANAGEMENT

Accounting

DIPLOMA OF ACCOUNTING
BACHELOR OF BUSINESS (ACCOUNTING)

Core subjects

Trimester 1

Foundations of Marketing

This subject introduces you to the principles of contemporary marketing theory and practice. You'll be learning about the role of marketing in contemporary society and modern organisations and how to distinguish between, and explain the relationship between, marketing, advertising and public relations. You'll be examining key marketing theories and concepts such as segment marketing and the marketing mix and explore the role of customers and customer buying behaviours in marketing practice.

ASSESSMENT | Market Report 1 25%; Market Report 2 25%; Market Report 3 and In-Class Presentation 50%.

Business Communications

This subject provides a broad overview of communication theory and the communication practices used in the business sector. It combines the knowledge and skills of business communication with a broad overview of business and the economy. Business communication skills teaches you about effective meeting management, presentation skills, job seeking and interview skills and report writing. You'll be exploring the practices and principles of good writing and effective communication as they relate to the business world. You'll also be identifying and critically assessing the barriers to communication and how they might be overcome.

ASSESSMENT | Analytical Report 20%; Individual Communication Presentation 50%; Essay and Literature Review 30%.

Business Fundamentals

This subject introduces you to the world of business and contemporary business functions and operations. You'll be learning about key business and management functions such as planning, organising, controlling and leading as well as the role of specific functional areas such as marketing, financial management, IT and people management. You'll be exploring several different theoretical approaches to management and also examining the role of culture and diversity in organisations, along with the importance and influence of ethics and good governance.

ASSESSMENT | In-Class Quizzes 20%; Group Presentation 30%; Case Study Report 50%.

Accounting 1

In this subject you'll be introduced to the discipline of accounting. You'll be considering its role and functions in business and society and learning about accounting frameworks and Australian accounting standards. You'll also be learning about key accounting functions and transactions including the use of debits and credits, adjusting to trial balance and completing the accounting cycle. The subject also includes the importance of retail operations and accounting for inventory and receivables.

ASSESSMENT | Practical Exercises 30%; Mid-Trimester Exam 20%; Final Exam 50%.

Trimester 2

Economics for Business

A key element of contemporary business management is an understanding of economic forces and how these can influence business decision making. In this subject you'll be exploring key theories and principles of economic thinking including concepts such as competition, supply and demand and elasticity. You'll be learning how markets operate and why they behave the way they do. The subject also includes how government economic policies (monetary and fiscal) effect national economies and individual businesses. You'll explore the causes of inflation, international trade, the international monetary system and production and growth. You'll also explore the causes and effects of the so-called 'global financial crisis' (GFC) in detail.

ASSESSMENT | In-Class Quiz 20%; Essay 30%; Final Exam 50%.

Accounting Information Systems

In this subject you'll be introduced to the use of accounting and management information. You'll be exploring how accounting information is used, how information systems are designed and how processes are mapped and documented. You'll also be given the opportunity to develop and interrogate your own small database system. The subject examines how accounting information systems are documented and identifies the internal controls of such systems. It explores various elements and stages of the transaction cycle and describes how accounting information is used, collected, maintained and protected.

ASSESSMENT | Tutorial Quizzes 20%; Practical Exercise 40%; Final Exam 40%.

Business Law

All Australian businesses operate within a legal framework. In this subject you'll be introduced to the Australian legal system and how laws are created, applied and interpreted. Through the extensive use of relevant case law you'll be learning about and discussing substantive business law topics including business crimes, the law of torts, contract law, consumer protection law and competition law. The subject also describes and explores the nature of business organisations.

ASSESSMENT | Essay 20%; Practical Exercise - Case Study 30%; Final Exam 50%.

Accounting 2

In this subject you'll be continuing your introduction to the basic theories and functions of accounting practice. You'll be introduced to the concepts of accountability and governance in the accounting profession and will be examining several key pieces of information used in business to aid decision making based on balance sheets, income statements and cash flow statements. You'll also learn how to prepare cash flow statements using both the direct and indirect methods. You'll also be exploring how to analyse financial statements and how you can contribute to effective business decision making. The subject also includes an introduction to accounting for partnerships and companies, as well as capital management and decisions relating to capital investments.

ASSESSMENT | Mid-Trimester Exam 20%; Cashflow Analysis 30%; Final Exam 50%.

Accounting

BACHELOR OF BUSINESS (ACCOUNTING)

Core subjects

Trimester 3

Applied Business Finance

In this subject you'll be exploring the world of business finance. The subject introduces you to finance and the operation of financial markets and also examines the banking sector and banking regulations. You'll be learning about the application of financial mathematics through an exploration of capital finance and budgeting and will learn how to calculate simple and compound interest, present and future values and the value of inventory, lump sums and annuities. You'll also be exploring the accounting and internal rate of return and payback periods and the strengths and weaknesses of decision making tools.

ASSESSMENT | In-Class Quizzes 20%; Case Study Analysis 30%; Final Exam 50%.

Business Research: Analysis

In a world where organisations are confronted with a vast amount of information, there will be an ever-increasing demand for people who are able to demonstrate that they can make effective use of data. This subject will help you to become a more competent organiser of data and user of information and will help you to develop your understanding of decision making processes. The subject will help you reach an introductory level of statistical literacy by helping you to apply statistical concepts to critical business problems and major social issues as well as competency in the use of Microsoft Excel in a business and statistical environment.

ASSESSMENT | In-Class Tests 20%; Group Practical Exercise - Data Analysis 30%; Final Exam 50%.

Management Accounting

This subject introduces you to the concepts and theories of management accounting and the factors that influence costs in business operations. It describes how this knowledge enables business managers to make effective decisions and how they are communicated in order to improve business efficiency. It examines cost allocations and evaluations and how to apply cost-volume-profit (CVP) analysis, break even points and target net profit. The subject explores methods for measuring performance such as return on investment. It also explores how to manage customers and suppliers and looks at strategic operational planning and transfer pricing decision making.

ASSESSMENT | Mid-Trimester Exam 20%; Case Study Analysis 30%; Final Exam 50%.

Business Ethics and Governance

In this subject you'll be introduced to concepts of business ethics and the elements of good corporate governance. The subject discusses the role of corporate officers and associated obligations, expectations and responsibilities. It identifies and discusses the instruments and institutions responsible for maintaining good governance such as the ASX, ACC, ASIC and APRA. You'll also be exploring and discussing the difference between ethics, morals and values and will be actively considering a range of moral and ethical dilemmas.

ASSESSMENT | Portfolio Report 20%; Case Study Analysis 30%; Final Exam 50%.

Trimester 4

Financial Accounting

In this subject you'll be introduced to the Australian accounting regulatory environment and the different models and theories of financial accounting. It revisits the concept of assets and examines the depreciation of property, plant and equipment. It then considers accounting for intangibles, leases, employee benefits, financial instruments, income and revenue and taxes. The subject introduces accounting issues for several specific industries such as the insurance and superannuation industries and concludes by looking at corporate social responsibility accounting.

ASSESSMENT | Mid-Trimester Exam 20%; Case Study Scenario 30%; Final Exam 50%.

Corporations Law

Building on what you'll have learnt in the Business Law, subject, in this subject you'll be focussing on the Corporations Act 2001 in detail. You'll be examining different types of companies, company constitutions, rules and external party relationships. The subject explores and examines legal issues surrounding the raising of finances and considers director's duties and remedies for members. The subject also explores the legal requirements of financial reporting and considers issues around company mergers, takeovers and external administration.

ASSESSMENT | Group Case Study Presentation 20%; Individual Case Study 30%; Final Exam 50%.

Business Valuations and Financial Statement Analysis

In this subject you'll be exploring and considering the role of business valuations and the detailed analysis of financial information through key organisational financial statements. The subject explains and discusses the role of strategic analysis and considers a range of different methods and approaches to business valuation. It examines how we assess the profitability of business and how we make judgements and assessments regarding growth and sustainability. The subject also introduces a number of different methods for forecasting business performance together with methods for preparing valuations. It concludes with a discussion of the nature and limitations of organisational financial information.

ASSESSMENT | Individual Analysis Project 20%; Group Analysis Project 30%; Final Exam 50%.

Elective 1

You can select this Elective subject from the list under Electives 1 on page 15. The subject descriptions are listed on the next page.

Accounting

BACHELOR OF BUSINESS (ACCOUNTING)

Core subjects

Trimester 5

Advanced Management Accounting for Decision Making

Understanding and managing costs is a key element of business management. Increasingly, businesses are also recognising that managing performance is also a key function in improving business efficiency and profitability. This subject builds upon the Management Accounting subject by focusing on the key functions that help increase value and manager performance. You'll also be exploring the theory of strategic accounting management and will investigate the factors that contribute to organisational performance. The subject covers various different control systems, the role of planning and budgeting, value chain analysis and what's known as the balanced scorecard. You'll be examining approaches to pricing and customer management, benchmarking and strategic investment strategies. The subject concludes with a discussion of business innovation and the emerging accounting challenges to management control and performance.

ASSESSMENT | Report to the Board 40%; Balanced Scorecard 30%; Presentation 'Pitch' 30%.

Corporate Accounting

This subject builds upon the Financial Accounting subject. You'll be exploring the nature of information contained in company financial reports and how these reports are presented to relevant groups and agencies. The subject examines various disclosure rules and requirements. You'll be discussing and examining the principles of fair value before examining practices associated with the impairment of assets. You'll also be examining various types of business disclosure before exploring issues surrounding business combinations, consolidations and liquidation and winding up of companies.

ASSESSMENT | Mid-Trimester Exam 20%; Case Study 30%; Final Exam 50%.

Taxation Law

This subject examines the Australian taxation system. You'll be exploring concepts and theories associated with assessable income and allowable deductions, before examining key topics such as Goods and Services Tax (GST), Capital Gains and Fringe Benefits Tax (FBT). The subject covers capital allowances, taxation for partnerships, trusts, and companies and dividend imputation. The subject concludes with an examination of the administration of the taxation system as well as consideration of the international taxation environment and relevant issues that might impact the operation of international businesses.

ASSESSMENT | Mid-Trimester Exam 20%; Case Study 30%; Final Exam 50%.

Elective 2

You can select this Elective subject from the list under Electives 2+3 on page 15. The subject descriptions are listed on the next page.

Trimester 6

Audit and Assurance

This subject examines the essential role of audits and the professional auditor in modern business enterprises. It looks at the legal obligations and responsibilities of companies and explains the audit process. It also teaches you about the audit environment, including responsible agencies, legislation and auditing standards and practice. You'll be learning about the concepts of operational risk assessment and materiality as well as the nature of audit evidence. The subject concludes with an examination of the ethics of audit practice.

ASSESSMENT | Tutorial Quizzes 20%; Preparing an Audit Report 30%; Final Exam 50%.

Accounting Theory

This subject examines many of the theories and concepts that underpin contemporary accounting practice and explores the individual elements of the accounting framework, such as regulation, reporting, accounting practice, governance, risk mitigation and ethics. It explores topics such as measurement, accounting theory, and the role of research in the accounting profession. It also explores a range of contemporary and emerging issues in modern accounting including sustainability and environmental accounting, developments in international accounting and corporate failure.

ASSESSMENT | Mid-Trimester Exam 20%; Essay 30%; Final Exam 50%.

Elective 3

You can select your Elective 3 subject from the list of Electives under Electives 2+3 on page 15. The subject descriptions are listed on the next page.

Accounting Business Internship

In this subject you'll be undertaking an industry placement in which you'll be expected to draw upon and apply the skills and knowledge you've acquired during your studies. Throughout your placement you'll be expected to attend five placement workshops where you'll be discussing the progress of your placement.

ASSESSMENT | Industry Activity Blog 30%; Professional Development Summary Report 30%; Workplace Performance Assessment 40%.

Accounting

BACHELOR OF BUSINESS (ACCOUNTING)

Electives

Trimester 4

The Marketing Plan

This subject gives you the knowledge and skills you'll need to develop a strategic marketing plan for a product, service or organisation. You'll be learning how to define measurable objectives; analyse the current market through a marketing audit; define key strategies; determine steps to achieve objectives and plan budgets. You'll also learn how to write an advertising brief as part of a marketing plan for a creative advertising agency. You'll be examining a specific case or company in order to provide a practical framework for the subject.

ASSESSMENT | Marketing Audit and Strategy Presentations 30%; Marketing Plan and Presentation 40%; Advertising Brief 30%.

Digital Business Communications

This subject explores the exciting and evolving world of digital communications including the key tactics and tools used for creating business opportunities. It covers the frameworks that underpin digital communications and includes learning about what drives increased use of social networks for business marketing success. You'll be learning about the functionalities of websites and how they meet the needs of an organisation and deliver information to end users.

ASSESSMENT | Web Portfolio 30%; Case Study 35%; Final Exam 35%

Creativity and Innovation

This subject focuses on the role of creativity and innovation within the business environment. Theoretical frameworks which underpin the creative process are examined along with various approaches to innovation of products, distribution (online), pricing and promotional strategies. Creative and innovative solutions to marketing problems are examined using case studies.

ASSESSMENT | Creativity and innovation Portfolio 30%; In-Class exam 20%; Tutorial Presentation 50%.

Account Management

This subject offers specialised training for those students who are interested in the role of the account manager in advertising. It examines the two main areas of activity for an account manager - client and business management and project management and delivery.

ASSESSMENT | Class Presentation 20%; Report 20%; Report and Class Presentation 30%; Written Exam 30%.

Digital Marketing Strategy

This subject gives you a broad understanding of where digital marketing strategy lives within the wider marketing environment. The term 'digital' is increasingly over-used, and as a result, has come to be increasingly misunderstood. This difficulty is leading many marketing companies to cease using the term in their business language and their job titles. You'll be learning how to deconstruct business needs and develop a clearer understanding of how, where and when digital theory and practice fits into the integrated marketing communications strategic planning process, particularly with reference to the Australian context.

ASSESSMENT | Practical Exercise (Audit) 40%; Presentation 60%.

Trimesters 5 + 6

Business in a Global Context

The dynamics of contemporary global social change and its cultural, political and economic impacts are a big part of modern business. In this subject you'll be gaining the skills and knowledge essential for working in international business. In particular, you'll be developing your understanding of Australia's place in the international marketplace and developing an understanding of strategic approaches to entering the international business arena.

ASSESSMENT | In-Class exam 20%; Group Assignment 60%; Research Presentation 20%.

Business Metrics

This subject introduces you to the quantifiable measure used to track, monitor and assess the success or failure of business performance and various business processes. The main goal of measuring business metrics is to track cost management or to maximise revenue opportunities. The overall goal of employing them is to communicate a company's progression toward certain long and short-term strategic objectives. Business metrics is also the study of qualitative measures used to provide leading indicators for organisations. These include metrics pertaining to customer satisfaction, quality of customer service, the success of marketing campaigns and brand loyalty. The combination of quantitative and qualitative metrics provides a clearer picture of an organisation's performance and future potential.

ASSESSMENT | Business Presentation 20%; Case Study Report 30%; Final Exam 50%.

Leadership and Change Management

In this subject students are introduced to two essential aspects of modern business environments - change and the role of organisational leadership. The subject begins with an examination of the role and importance of change and a discussion of the principle theories of change. It then explores different theories of leadership before examining the traits and characteristics of effective leaders. Students learn about the factors that drive an influence change together with the stages of the organisational change cycle. They also explore some of the barriers to change and how these might be overcome.

ASSESSMENT | Case Study Analysis 20%; Essay 30%; Final Exam 50%.

Project Management

This subjects introduces students to the theory and practice of project management, an increasingly important skill in almost all modern business enterprises. It begins with an explanation and definition of what project management is and what it isn't. It explores the development of modern project management theory and practice and introduces students to the skills and tools used in project management including the use of PERT and GANNT charts. Students will be learning about the stages in the project management life cycle, the role of the project manager and how to schedule, monitor, manage and evaluate projects. They'll also explore the concept of risk and quality management.

ASSESSMENT | Project Management Research Task 30%; Group Project Management Plan 50%; Critical Reflection 20%.

Strategic Management

In this subject students explore the nature of strategic management, its scope and how it's defined. The subject considers the role and importance of strategic management and how it contributes to organisational competitive advantage. Students also learn about processes for strategic analysis and strategic direction setting. They examine so-called corporate level, strategic level and international strategies and look at the role corporate governance and ethics play in strategic management. The subject allows students to explore a range of contemporary and current issues relevant to most modern businesses.

ASSESSMENT | Essay 30%; Group Case Study - Strategic Company Audit 30%; Final Exam 40%.



How to enrol

Choosing where you'd like to study is one of the most important decisions you'll make towards starting your career. It's no less important if you're already working and thinking about learning new skills or if you're thinking about changing careers.

Speak to us today

We are here to support you with all the information you need to select the right course for you. Our Admissions Team is always available to answer your questions on the courses we offer and our enrolment process. [Get in touch](#) today – we are here to help!

Apply now

We accept direct applications and you can start the process now. You can complete an application at any time throughout the year so you don't have to wait to secure a place in our next intake. Apply to enrol [here](#).

You can also preference Macleay College on UAC or VTAC, however you don't need to wait for this process to confirm your place with us. You can complete a direct application now.

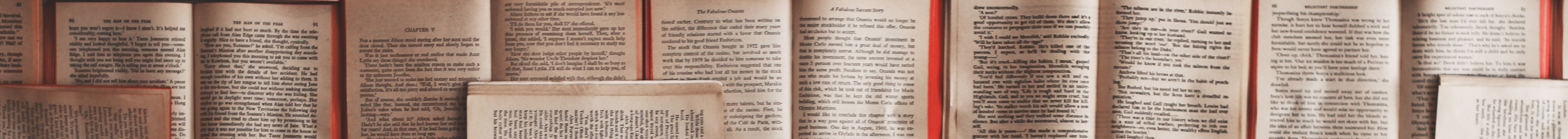
Admission criteria

The admission criteria differ for each course. We encourage you to speak to our Admissions Team who can walk through the criteria for your course and how they're applied to your individual circumstances.

FEE-HELP

FEE-HELP is a Commonwealth Government loan scheme available to eligible students to help pay for part or all of their fees.

As an approved higher education provider, FEE-HELP is available for our Diploma and Degree courses. For more information about FEE-HELP please click [here](#) to go the Government FEE-HELP website.



Frequently asked questions

Enrolment and deferment

Q | What is the Admissions Policy at Macleay?

A | The criteria for admission to our courses are detailed in our Admissions Policies. You can view the Admissions Policy for Domestic Student [here](#).

Q | If I enrol as a full-time student, can I change to part-time study after I've started the course?

A | You may change your study load from full-time to part-time, and vice versa, during your studies. However, to avoid academic and/or financial penalty, you should make any changes to your enrolment prior to Census Date for that trimester.

Applications to change your study load can be accessed [here](#) or by calling 1300 939 888 to speak to your Faculty Coordinator if you have any questions.

Q | Can I defer the start of my course?

A | You can defer the start of your course for up to a maximum of 12 months. If you want to defer for a longer duration, you'll be required to withdraw from the course and re-apply when you are ready to recommence your study at Macleay College.

Applications to defer your enrolment should be made before Census Date to avoid academic and/or financial penalty. Click [here](#) for an Application to Defer the Commencement of Study.

For more information about deferring your enrolment, click [here](#) for the Enrolment Policy or call 1300 939 888 to speak to your Faculty Coordinator to discuss your enrolment options.

Q | What is the longest time I can take to complete a course?

A | How long you take to complete your course of study at Macleay depends on a number of factors such as the duration of your course, your study load, your academic progression and if you take any time away from your studies. Generally, the maximum number of subjects you can take per trimester is four (for a full-time study load); and the maximum number of subjects per trimester is two (for a part-time study load).

For more information about course progression and study loads, call 1300 939 888 to speak to your Faculty Coordinator.

Q | Can I enrol in two courses of study at the same time?

A | You are only allowed to enrol in one course at a time, however you may transfer courses by contacting registrar@macleay.edu.au

Q | Can I take a break from my course to travel overseas?

A | You can suspend your enrolment to take a leave of absence (to go travelling for example) for up to 12 months. If you want to suspend your enrolment for longer, you'll be required to withdraw from the course and re-apply when you're ready to continue with your studies.

Applications to suspend your enrolment should be made no later than five working days before Census Date to avoid academic and/or financial penalty. Click [here](#) for an Application for a Leave of Absence.

For more information about deferring your enrolment, click [here](#) for the Enrolment Policy or call 1300 939 888 to speak to your Faculty Coordinator to discuss your enrolment options.

Q | What is a Census Date?

A | Census Dates are the official deadline for finalising your enrolment and fees without incurring any academic and/or financial penalties. For example, if you wish to withdraw your enrolment or change to a part-time study load, you must do so before the relevant Census Date to avoid a 'Withdrawn Fail' on your academic transcript and incurring a fee liability for those subjects.

Each trimester has its own Census Date and these are listed in the Academic Calendar and Student Handbook. Click [here](#) to see the 2018 Census Dates.

Course Credit and RPL

You may be eligible for course credit via recognition of prior learning (RPL) for the subjects you have completed.

Q | I have completed subjects at another institution, can I get credit towards my course at Macleay College?

A | If you have studied at a university or other tertiary institution, you may be eligible for course credit for the subjects you have completed. This is known as Recognition of Prior Learning (or RPL) and may result in course credit via the grade 'Advanced Standing'. Advanced Standing recognises your previous study and may reduce the number of subjects required to complete your course at Macleay College.

For more information you can view the Course Credit for RPL Policy [here](#) or call 1300 939 888 to speak to our Course Advisors about how to apply for course credit.

Q | What is the maximum amount of credit I can get from prior study towards a course at Macleay College?

A | The maximum number of subjects for which exemption (course credit) may be granted is 50% of the total credit points of your course at Macleay College.



Q | How do I apply for course credit?

A | You apply for course credit by submitting an Application for Course Credit attaching the following documents in relation to the subject/s for which you are seeking exemption:

- Academic transcript(s) of previous courses of study including year completed and grades attained
- Subject outlines and/or course description including information on learning outcomes.

Applications for course credit need to be made before Census Date to avoid academic and/or financial penalty. Click [here](#) for an Application for Course Credit, or call 1300 939 888 to speak to a Faculty Coordinator if you need assistance to complete your application.

Q | I completed a Diploma course at Macleay, can I get credit if I enrol now into one of the College's Bachelor Degrees?

A | If you passed all 8 subjects of the Diploma of Accounting, you may then articulate into the Macleay Bachelor of Business (Accounting). Click [here](#) for an Application for Course Credit and [here](#) for the Course Credit for RPL Policy, or call 1300 939 888 to speak to a Faculty Coordinator if you need assistance to complete your application.

Fees and payment

Q | How can I pay my course tuition fees?

A | You can pay your course tuition fees one of three ways. You can pay either with an upfront invoice, via the FEE-HELP loan system or a combination of both.

Q | Can I pay my tuition fees by instalment?

A | Yes, your tuition fees are charged and payable each trimester making it three equal instalments each year. Tuition fee payment is due by Census Date each trimester.

Q | Do I get a discount if I pay my fees upfront?

A | There is no discount for upfront fee payment.

More frequently asked questions

Q | How can I make my tuition fee payment upfront?

A | We accept the following upfront payment options:

CREDIT CARD | Complete a Payment Authority Form to authorise payment by credit card. Click here for a Payment Authority Form.

BANK TRANSFER | Please include your name as the reference

BANK | National Australia Bank (NAB)

BSB | 082 057

ACCOUNT NUMBER | 199 594 482

ACCOUNT NAME | Macleay College Pty Ltd

Q | Can I pay my tuition fees by FEE-HELP?

A | Yes, Macleay College is an approved FEE-HELP Provider. Find out more about FEE-HELP and how to apply below.

Q | How do I apply for a fee refund?

A | You can apply for a refund of fees paid up front or re-credit of your FEE-HELP balance by submitting an 'Application for Fee Refund' with the Registrar before Census Date.

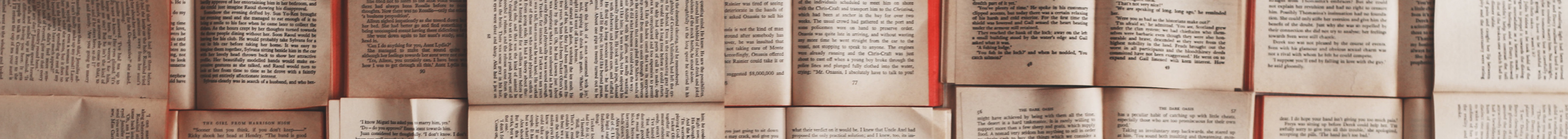
Our Tuition Fee Refund Policy for Domestic Students contains important information about the process to obtain a fee refund. Click [here](#) to see the policy.

Q | Do I have to pay extra fees if I fail a subject?

A | If you're required to repeat a subject you'll be charged to re-do it at the current fee schedule.

Q | Does Macleay have tuition fee protection assurance coverage?

A | Yes, Macleay is covered by TAFE Directors Australia Tuition Assurance Scheme (Higher Education) which ensures tuition protection for students enrolled in a course of study with us. Click [here](#) for our Statement of Tuition Assurance.



And even more frequently asked questions

FEE-HELP

Q | What is FEE-HELP?

A | FEE-HELP is a Commonwealth Government loan scheme that helps eligible students pay their tuition fees. If eligible, you can borrow up to the amount of the tuition fee being charged by your provider for your subject of study. However, over your lifetime you can borrow only up to the FEE-HELP limit (this amount is indexed each year). The Commonwealth Government will pay the amount of the loan directly to the College. You then repay your loan through the taxation system once your income is above the minimum threshold for compulsory repayment. Find out more by downloading the 2017 FEE-HELP Guide [here](#).

Q | How do I apply for FEE-HELP?

A | To apply for a FEE-HELP loan, you'll need a Tax File Number and a 'Request for FEE-HELP Assistance Form'. Find out more about applying for FEE-HELP by downloading the 2017 FEE-HELP Guide [here](#) and visiting the Study Assist website [here](#).

Q | Where do I get a FEE-HELP assistance form?

A | A 'Request for FEE-HELP Assistance Form' can only be obtained from the College. Our Course Advisors will provide you with a 'Request for FEE-HELP Assistance Form' during the application process. Alternatively, you can request a form be posted to you by emailing registrar@macleay.edu.au

Q | Where do I get a Tax File Number?

A | The 'Request for FEE-HELP Assistance Form' will ask for your Tax File Number (TFN). If you don't have a TFN, you must apply for one through the Australian Taxation Office (ATO). While your application is being processed, you can attach a 'Certificate of Application for a TFN' with your completed 'Request for FEE-HELP Application Form'. Your certificate is available from the Australian Taxation Office (ATO) after you have submitted your TFN Application. For more information about applying for a TFN, click [here](#) or contact the ATO on 13 28 61.

Q | How do I apply for a fee refund?

A | You can apply for a refund of fees paid up front or re-credit of your FEE-HELP balance by submitting an 'Application for Fee Refund' with the Registrar before Census Date. Our Tuition Fee Refund Policy for Domestic Students contains important information about how to obtain a fee refund. Click [here](#) to see the policy.

Internships

Q | How many hours do I have to do for my internship/work placement?

A | Bachelor of Business (Accounting) students are required to complete a minimum of 84 hours of internship placement. However, you are encouraged to do more intern hours in order to increase job-readiness after you graduate. Find out more about our Internship Program [here](#).

Q | Will the College help me get my internship/work placement?

A | We constantly receive offers from employers requesting interns. Our lecturers are industry practitioners and can also help you to find work placement in an area of your interest. It is however your responsibility to select the internship of most interest to you and make an application.

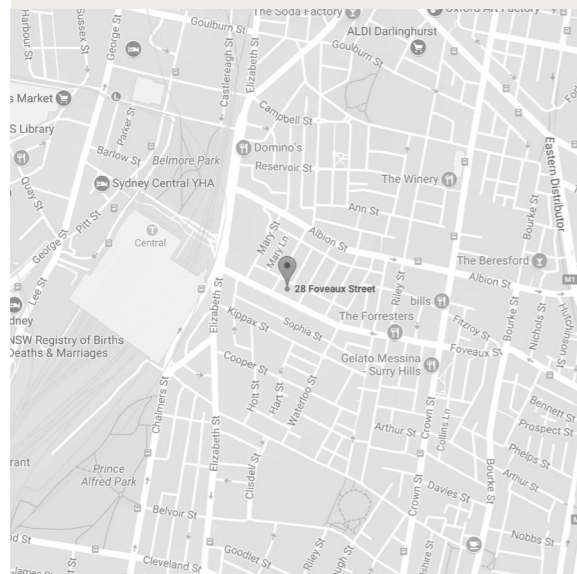
Employment

Q | Do Macleay graduates find jobs after they finish their course?

A | Many of our graduates find jobs soon after graduation and some are offered work as a result of their internships. You can read more about our graduates [here](#).



Our campuses



Sydney

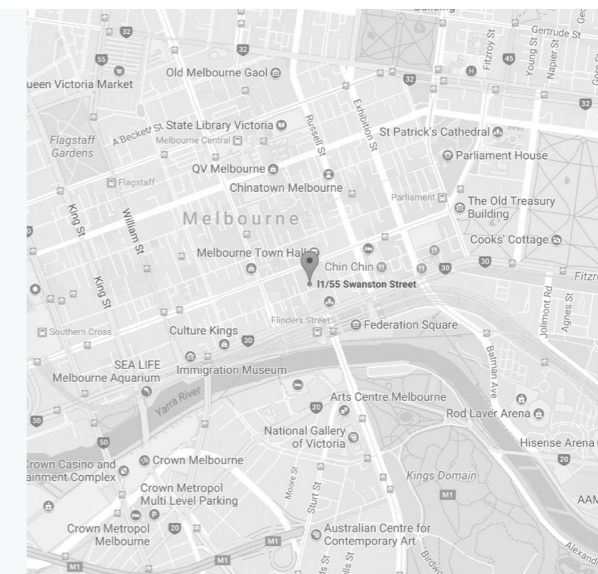
L2, 28 Foveaux Street, Surry Hills, 2010

Our Sydney campus is right in the heart of Surry Hills and a two minute walk from Central Station (trains and buses). Surry Hills sits on the edge of Sydney's CBD and much of its character is due to the number of original industrial buildings and warehouses still there, many of which have been converted into apartments and work spaces. The area is also home to many of Sydney's exciting new cafés and interesting restaurants. This, plus a high number of local businesses being involved directly or indirectly with the creative industries, Surry Hills is recognised as one of Sydney's most creative suburbs.







Melbourne

L1, 55 Swanston Street, Melbourne 3000

A couple of minutes walk from the iconic Flinders Street Station and Federation Square which is host to galleries, shops and ACMI (the Australian Centre for Moving Image), our Melbourne campus could hardly be more central or more accessible. Sitting on the southern edge of Melbourne's CBD and metres away from where Collins Street and Swanston Street meet, the College is surrounded by an eclectic mix of cafés and shops. The National Gallery of Victoria, Australia's longest running, largest and most visited art museum, is just across the Yarra River.



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Macleay College Pty Ltd
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CRICOS PROVIDER No. 00899G
CRICOS CODE 094057E - Diploma
CRICOS CODE 094007D - Bachelor
These qualifications are recognised in
the Australian Qualifications Framework

