

## Rules and Regulations – Public Practice Program Intensive Assessment

### Overview

To become a full Public Practice Certificate (PPC) holder with CPA Australia, candidates must successfully complete the Public Practice Program which consists of following education requirements:

1. Practice Management distance learning subject,
2. Advanced Taxation distance learning subject from the CPA Program
3. Public Practice Program Intensive (PPPI) workshop “Attendance Requirement”, and
4. Public Practice Program Intensive (PPPI) workshop “Assessment Components”.

The Practice Management distance learning subject is offered via a 10-week semester based, distance learning format. The PPPI workshops consist of a two-day face to face workshop and is a requirement for all members wishing to obtain a full practicing certificate. It is not a requirement for a limited practicing certificate (for more information see the [CPA Australia website](#)).

### Workshop enrolment

Candidates wishing to enrol into a PPPI workshop can do so directly via [My Online Learning](#). To be eligible to enrol into the workshop, candidates must be a fully qualified CPA/FCPA member and must be enrolled in, or have passed the distance learning component of the Public Practice Program (Practice Management). Once a candidate has selected their preferred workshop for attendance they must “Request Learning” via [My Online Learning](#) to enable CPA Australia to approve their enrolment request based on their meeting the eligibility requirements. Once approved, candidates will receive email confirmation inviting them to return to My Online Learning to finalise their enrolment.

### Workshop attendance requirement

For candidates to successfully complete the course, they must attend the full PPPI workshop including all topic presentations and the networking function for the full duration of the workshop. Candidates are deemed to have failed to participate in a workshop if they (a) are asleep, intoxicated (or show symptoms of being intoxicated), or disruptive during a workshop or (b) fail to attend a workshop. Candidates that fail to participate in a workshop may be required to attend a compulsory future workshop in lieu of the workshop they failed to participate in at the candidate’s expense.

### PPPI assessment

The PPPI workshop comprises three assessment components which candidates must successfully complete in order to pass the Public Practice Program and apply for their CPA Australia Public Practice Certificate. These are;

1. A pre-attendance questionnaire

2. An ethics test
3. Development of a strategic business plan

The following information will assist you in understanding the requirements of each of the assessment activities.

**1. Pre-attendance questionnaire (pre-workshop) (5%)**

Upon enrolment into the workshop candidates will receive an email questionnaire asking for information about their thoughts on entering Public Practice. The Pre-attendance questionnaire is also made available to candidates via My Online Learning (MYOL). This is a short questionnaire of eight questions that will take no more than five minutes to complete. Answers to these questions will help to tailor the workshop experience specifically to the candidates' individual goals for entering Public Practice.

Completion of the pre-attendance questionnaire will contribute 5% to the candidate's overall marks. There are no right or wrong answers in the questionnaire.

Candidates must complete the survey at least 5 business days before the workshop start date.

**2. Ethics test (post-workshop) (15%)**

The ethics test is a 15 multiple choice question (MCQ) based test which will be made available to candidates upon completion of day two of the workshop via My Online Learning (MYOL). Candidates will have six weeks from this date to successfully pass the test. The pass mark for this test will be 53% (8 out of 15 questions correct) and will form 15% of the overall pass mark for the assessment. The candidates' test results will appear upon completion of the test. No individual certificate or transcript will be issued for this component of the assessment.

Once the candidate commences the test, candidates will have 40 minutes to complete and submit all responses.

Candidates will not be able to pause and return to the test at a later time. To ensure the best possible result, candidates should set aside particular time of day when they are most alert and free from distractions to undertake the test.

If a candidate fails on their first attempt, they will need to wait 24 hours before attempting the test again. Candidates will have a maximum of two attempts for this component of the assessment. A candidate who passes the Ethics test on the second attempt, will receive a minimum pass of 53% (regardless of their final passing score) and this will form 15% of the aggregate pass mark for the assessment.

Candidates can access their assessment due date by going to the 'TO DO' section of their "Public Practice Program Intensive Workshop" enrolment in MYOL.

**3. Development of a strategic business plan (post-workshop) (80%)**

Based on the topics covered during the two-day workshop, candidates will develop and submit a strategic business plan for their business. The strategic business plan not only addresses the requirements of the assessment, but is also a live strategy that the candidate can implement as they enter into Public Practice.

Candidates will be given access to a strategic business plan template and supporting documentation upon completion of day two of the workshop via MYOL. Candidates will have six weeks from this date to submit their completed strategic business plan using the template provided, via the Submission Files Upload function in the “TO DO” section of their “Public Practice Program Intensive Workshop” enrolment in MYOL.

Where a candidate is assessed as achieving a pass mark of 50% or higher for their strategic business plan submission, CPA Australia will automatically consolidate the candidates overall score including completion of their pre-course questionnaire and multiple-choice ethics test. Should the candidate receive an aggregate pass mark of 60% or more, CPA Australia will notify the candidate that they have successfully passed the PPPI workshop assessment. No individual certificate or transcript will be issued for this component of the assessment.

Where the candidate does not achieve an overall pass mark of 60% for the three (3) assessment components, CPA Australia will notify the candidate that additional work on the business plan is required.

The assessor will provide feedback to the candidate asking them to provide additional clarification as necessary. Candidates will have four (4) weeks from the date of receipt of this feedback to revise their work, addressing all areas highlighted by the assessor, and submit the new documents back to CPA Australia for review. Upon a successful pass of the candidate’s strategic business plan resubmission, the candidate will receive an aggregate pass of 60% for all three (3) components.

**It is the candidates’ responsibility to maintain awareness of upcoming assessment due date(s) and ensure their work is submitted on time and as required. Incomplete assessments will not be marked.**

**Accessing the Ethics multiple choice question test:**

To access the ethics test, candidates must select the “PLAY” button beside the “Public Practice Program Intensive – Ethics Test” in MYOL.

**Accessing the Strategic Business Plan assignment:**

To access the assessment materials for the strategic business plan assignment, candidates must click the ‘VIEW’ button, beside the ‘Public Practice Program Intensive - Business Plan Assignment’ in MYOL.

**NB: Google Chrome is the CPA Australia recommended browser for accessing MYOL.**

Once candidates have completed their assessment, this can be submitted to CPA Australia by uploading the completed strategic business plan template and Assessment Coversheet under ‘**Submission Files**’ in My Online Learning or by emailing [rto@cpaustralia.com.au](mailto:rto@cpaustralia.com.au).

## Assessment pass mark

The overall pass mark for the PPPI workshop assessment is 60%. The score achieved by the candidate in each of the three assessment components will contribute to the overall pass mark, however, candidates must score 50% or higher in both the ethics test and strategic business plan assignment components individually to pass the overall assessment.

**NB. Upon successful completion of the full PPPI workshop assessment, the candidate will be notified by CPA Australia via email.**

## Marking of assessments

Upon receipt of a candidate's written assessment submission, CPA Australia will allocate the candidate to an assessor who will review the evidence contained in the strategic business plan template against the assessment marking guidance supplied to them by CPA Australia.

All assessments will be marked within 15 working days of receipt. CPA Australia will then contact the candidate to a) notify the candidate that they have passed strategic business plan component in writing within ten (10) working days of receipt of the result from the assessor or b) provide feedback to the candidates to address in order to satisfy the requirements of the assessment.

Where a candidate is assessed as passing their strategic business plan submission, CPA Australia will automatically consolidate the candidates overall score, including completion of their pre-course questionnaire and multiple-choice ethics test. Should the candidate receive an aggregate pass mark of 60% or more, CPA Australia will notify the candidate that they have successfully passed the overall Public Practice Program Intensive workshop assessment. No certificate or transcript will be issued for individual components of the assessment.

Where the candidate does not achieve an overall pass mark of 60% for the three (3) assessment components, CPA Australia will notify the candidate that additional work on the business plan is required.

The assessor will provide feedback to the candidate asking them to provide additional clarification as necessary.

Candidates will have four (4) weeks from the date of receipt of this feedback to revise their work, addressing all areas highlighted by the assessor, and submit the new documents back to CPA Australia for review.

**It is the candidates' responsibility to maintain awareness of upcoming assessment due date(s) and ensure their work is submitted on time and as required. Incomplete assessments will not be marked.**

## Re-sit of assessments

Candidates will have two attempts to successfully pass the ethics test and strategic business plan written assignment.

Candidates who are unsuccessful after two attempts at either component will be contacted directly by CPA Australia on [rto@cpaaustralia.com.au](mailto:rto@cpaaustralia.com.au) to discuss their options.

## **Duration of study**

Candidates must complete their pre-attendance questionnaire **five business days** prior to their attendance on day one of the workshop. The ethics test and strategic business plan templates will be made available to candidates via My Online Learning on completion of day two of the workshop.

Candidates have six weeks from the date of their workshop to complete the ethics test and strategic business plan assignment components and submit the strategic business plan assignment for marking.

**NB. It is the candidate's responsibility to be aware of their due date and to ensure they have undertaken and submitted their written assessment by this date.**

## **Assessment due date**

Candidates assessment due date can be found in My Online Learning, by clicking the 'VIEW' button beside the 'Public Practice Program Intensive - Business Plan Assignment' in MYOL. The assessment due date is displayed on the top right-hand side of the screen.

## **Program administration**

The PPPI workshop is a face to face education learning program with an assessment component. Candidates must have a valid email address and must check their email regularly. Email is the official way we will communicate with candidates and no waivers or consideration will be given if they miss important information because they did not check their email. Candidates must have access to the internet for the purposes of receiving updated information and to access study materials.

It is the candidates' responsibility to provide current personal information to CPA Australia including name, residential address, mailing address, email address, and contact numbers. If candidates do not provide current contact information they may not receive critical information.

Integrity is a fundamental principle underpinning the profession. Actions by candidates, whether members of CPA Australia or not, such as but not limited to plagiarism, cheating, collusion and any other conduct whereby the candidate has sought to obtain an unfair academic advantage are not permitted. Allegations of such behaviour will be reviewed by CPA Australia's Certification Unit and a candidate's assessment results may be withheld pending the outcome of a referral to CPA Australia's Professional Conduct Unit for investigation. Penalties include, but are not limited to, the following:

- forfeiture of membership
- suspension of membership
- lowering of membership status
- exclusion from admission as a member
- requirement to undergo further CPA Program subjects
- a fine.

All candidates are bound by these rules and regulations.

## **Academic misconduct**

Candidate must not engage in academic misconduct. Academic misconduct is defined as any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a candidate or disadvantaging another.

Acts of academic misconduct include, but are not limited to:

- possession of unauthorised material before, during or after an assessment or exam
- refusing to observe the instructions of an assessor during the assessment process
- sharing or publishing assignment materials
- collusion with another candidate
- candidate substitution
- plagiarism
- cheating
- use of electronic devices during exams (except calculators).

## **Plagiarism**

Candidates must not engage in plagiarism. Plagiarism refers to attempts by candidates to use the work, words or ideas of others without proper acknowledgement. In the context of assessment, plagiarism occurs if a candidate;

- presents any phrase or extracts, word for word without using quotation marks or referencing the author
- paraphrases all or part of an author's work and presents it without referencing the author, or providing inadequate reference to the author
- copies or paraphrases all or part of another candidate's work and presents it as their own
- presents all or part of an assessment item previously submitted for assessment in another course or unit of work.

## **Collusion**

Candidates must not engage in collusion. Collusion is an agreement or cooperation in order to cheat or deceive for a fraudulent purpose. Collusion can apply to candidates (past or present) who intentionally cooperate to gain an unfair advantage towards the achievement of assessment requirements of the Public Practice Program, or credit towards these requirements. Collusion also refers to the following practices which are not considered allowable;

- unauthorised and unacknowledged joint effort in an assessment
- unauthorised and unacknowledged copying of material prepared by another person for use in an assessment
- unauthorised and unacknowledged assistance from another person.

## **Penalties**

It is CPA Australia policy that the penalty or disciplinary action imposed should be appropriate to the type and severity of the misconduct. A decision of the appropriate penalty for any act of misconduct will be made by the CPA Australia and CPA Australia Professional Conduct with the final decision resting with CPA Australia CEO, and will consider, but not be limited to review of:

- the previous record of the candidate
- whether the candidate admitted the misconduct and whether, in so doing, they came forward of their initiative
- whether the candidate assisted or hindered the investigation process
- whether there was significant extenuating or mitigating factors
- the type of misconduct
- the number of candidates affected or involved and the impact of the misconduct on the operations of CPA Australia and other candidates
- any benefit derived from the misconduct by the candidate.

## **Cancellations**

Candidates who enrol in a PPPI workshop and who wish to cancel their enrolment are bound by the CPA Australia [Event Terms](#) policy.

## **Deferral of assessment**

A candidate may apply for and be granted deferral of their assessment due date on the grounds of serious illness or injury, or other exceptional personal circumstances, which will seriously impair the candidates' ability to perform the assessment task. There is a \$150 fee payable for deferral of a candidates' assessment due date. The standard deferral

period is a maximum of six (6) weeks from the **original assessment due date**. Candidates are entitled to a maximum of two (2) deferrals. Any extensions to the standard deferral period will be assessed by CPA Australia on a case by case basis. Candidates who receive two deferrals but then fail to submit their assessment by the revised assessment due date will be removed from the program. Candidates wishing to apply for a deferral of their assessment due date, should complete the [Deferral Application Form](#).

## Late assessments

Candidates' assessments received after the assessment due date but up to two (2) weeks after their **assessment due date** will be subject to a late assessment fee which **must be paid before the assessment is sent for marking**.

Assessment (and reassessment) submissions received after the two week cut off period will be cancelled and a full registration fee will be payable if the candidate wishes to proceed with the module.

## Re-marking of assessments

The development of all training materials, and assessment content, is conducted in accordance with CPA Australia's ISO9001 accreditation. CPA Australia undertakes a rigorous development process for all components of the Public Practice Program in consultation with designated accounting professionals with specialist subject knowledge and dedicated industry professionals. These processes ensure the content of each assessment component remains relevant to new developments in the profession each year. As a result, CPA Australia policy states that we **do not remark our exams or assessments**. This decision is final.

A candidate's result is based on their **individual** performance and not their performance in relation to other candidates.

## CPD hours

Candidates will receive 16 Continuing Professional Development (CPD) hours on enrolment into a PPPI workshop. Upon successful completion of the assessment component(s), the 16 CPD hours will be updated to 24 CPD hours in the candidates CPD Diary.

## Confidential information

Candidates may not, either during or after enrolment in the PPPI, use or disclose, or cause or permit to be used or disclosed, any Confidential Information (or allow or assist or make it possible for any person to observe or have access to any such Confidential Information). "Confidential Information" includes but is not limited to, PPPI course or assessment materials (including answers or solutions) or other content a candidate knows or ought to know is confidential. CPA



Australia owns all copyright subsisting in PPPI course and assessment materials and must not adapt, reproduce, sell or distribute these materials under any circumstances.

## **Privacy statement**

CPA Australia Ltd (CPA Australia) is committed to protecting the privacy and security of your personal information. The personal data which you provided at enrolment will be stored by CPA Australia. CPA Australia reminds you that you have the right to access, delete and modify your personal data. To exercise such right, please contact CPA Australia.

By enrolling in this course, you agree to accept the terms and conditions of CPA Australia's [privacy policy](#).

CPA Australia processes assessment, membership and other payments using EFTPOS and online technologies. All transactions processed by CPA Australia meet industry security standards to ensure member details and payments are protected. For more information about our security procedures and payment processes, contact 1300 73 73 73 or +61 3 9606 9677 (outside of Australia).