**2021 Professional Accreditation Guidelines**

**Template 3: Annual report on accredited programs**

The Professional Bodies request providers of accredited programs to submit an annual report. The report provides the Professional Bodies with essential current data on student enrolments, student completions and subject listings for the next academic year.

A pre-filled copy of this report will be emailed to higher education providers with current accredited programs between September and November each year, for providers to complete and return within three weeks. Below is an example of how the report will appear and the information the Professional Bodies will be requesting from the higher education providers. Electronic submissions are preferred and need to be addressed, along with the supporting documentation, to both professional bodies via: accreditation@cpaaustralia.com.au and accreditation@charteredaccountantsanz.com

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| **Higher education provider details**  |

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| **Provider name:** |
| **TEQSA/NZQA provider number:** |
| **Faculty/school:** |
| **Location:** |
| **Contact name:** | **Position:** |
| **Email:** | **Phone:** |
| **Signature:** | **Date:** |
| **Accredited program names: *<pre-filled by Professional Bodies>*** |

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| **Program student data****(include enrolment data from all semesters in current academic year)** |
| **Program name** | **Financial accounting and reporting subject name** | **Degree year subject offered** | **Total domestic student enrolments** | **Total international student enrolments** | **Total potential graduates** |
| e.g. Bachelor of Commerce (Accounting) | e.g. Financial Accounting and Reporting | eg.3 | e.g. 500 | e.g. 200 | e.g. 700 |
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| **Major changes****Notification of any major changes related to the professional accreditation standards that are being made to the accredited programs for <next academic year>** |
| **Changes relate to the following professional accreditation standard:** | **Yes** | **No** |
| 1. Qualification (including title, level, registration) |  |  |
| 2. Curriculum (including content, delivery, assessment) |  |  |
| 3. Academic staff profile (including positions and qualifications of academic staff) |  |  |
| 4. Staff development (including policies on professional/scholarly activity) |  |  |
| 5. Students (including entry requirements, advanced standing, student support) |  |  |
| 6. Resources and facilities (including class sizes, delivery mode, staff: student ratio) |  |  |
| 7. Graduate outcomes (including collection of data, graduate surveys, employer representation) |  |  |

If yes ticked against any of the above, attach written advice of proposed change/s and all relevant documentation.

**Program details for *<next academic year>***

Please indicate any changes proposed for <next academic year> to the following list of subject codes/names for each of your accredited programs.

Where major program changes are proposed, providers are required to also submit Template 2 to provide a more detailed mapping to learning outcomes and attach new/revised subject outlines which include learning outcomes, weekly topic schedule, prescribed text/s and assessment structure, for all revised subjects.

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| ***Example only*****Bachelor of Business (Accounting)** |
| **Subject code** | **Subject name** | **Required competency area** | **Mark with N if no change** |
| ACCT100 | Principles of Accounting | TCA01 Accounting systems and processes | N |
| ACCT200 | Financial Accounting A | TCA01 Accounting systems & processes | N |
| ACCT300 | Financial Accounting B | TCA02 Financial accounting and reporting | N |
| ACCT400 | Accounting Theory | TCA02 Financial accounting and reporting | N |
| ACCT700 | Auditing and Assurance Services | TCA03 Audit and assurance | N |
| LAW100 | Introduction to Law | TCA04 Business law | N |
| LAW200 | Company Law | TCA04 Business law | N |
| ECON100 | Economics | TCA05 Economics | N |
| ACCT600 | Principles of Finance | TCA06 Finance and financial management | N |
| ACCT500 | Managerial Accounting A | TCA07 Management accounting | Changed to Management Accounting |
| STAT100 | Quantitative Methods and Statistics | TCA08 Quantitative methods | N |
| TAX100 | Taxation Law | TCA09 Taxation | N |
| INFO100 | Information Systems | TCA10 Information and communication technology | Changed to Accounting information systems |
|  | Integrated | PCA01 Intellectual skills | N |
| COM100 | Business communication | PCA02 Interpersonal and communication skills | N |
|  | Integrated | PCA03 Personal skills | N |
| ETH300 | Professional Ethics | PCA04 Ethical Principles, professional values and integrity | Changed to ETH301 Ethics in the profession |