

			PD - FROM GRADUATE TO PARTNER							PRACTICE ADMINISTRATION								BUSINESS ADVISORY SERVICES				SHORT COURSES			
CATEGORY	Competency	Course	GAI	TPA	TPM	TCM	TLM	PTP	BFB	GTD	CSA	CC	PP	MA	ASIC	UPM	RWM	BCB	BAM	VCFOE	VCFOA	GBC	TRE	PSA	YBF
		CPD Hr	16	32	32	20	16	32	24	16	20	16	20	24	18	16	16	16	16	16	16	4	4	4	4
WORKFLOW	Managing scope of work		F	I	A	A		A		I	I	A	A			I	A	F	I	I	A	I		I	I
	Job budgeting and WIP review		F	I	A	A		A		I	I	A	A			I	A	F	I	I	A	I			
	Scheduling and throughput of work		F	I	A	A		A		I	I	A	A			I	A	F	I	I	A	I			
TEAM	Team coaching and supervision		F	I	A		A	A		I	I					I		F							
	Task Delegation and leverage		F	I	A		A	A		I	I					I		F							
	Professional development		F	I	A		A	A		I	I					I		F							
CLIENTS	Understanding client needs		F	I	A	A		A	A	I	F	A	A			I		F	A	I	A	I	I	I	I
	Client engagement strategies		F	I	A	A		A	A	I	F	A	A			I		F	A	I	A	I	I	I	I
	Client communication strategies		F	I	A	A		A	A	I	F	A	A			I			A	I	A	I	I	I	I
GROWTH	Business planning			F	I			A	A		F			A		I									
	Professional partnerships			F	I			A	A		F			A		I									
	Marketing strategies			F	I			A	A		F			A		I		F	F	F	F		I	I	
ADMINISTRATION	Time and task management		F		I			A		I	F					I	A	F		F	I				
	Financial management		F		I			A		I	F					I	A	F		F	I				
	Systems and Process Management		F		I			A		I	F					I	A	F		F	I				
TECHNICAL	ASIC Management													A											

COURSE LEVELS	
Foundation	F - Foundation
Intermediate	I - Intermediate
Advanced	A - Advanced

COURSE CODES	
GAI	Graduate Accountant Induction
TPA	The Proactive Accountant
TPM	The Proactive Manager
TCM	The Client Manager
TLM	Team Leader Masterclass
PTP	Path to Partnership
BFB	Build your fee base

COURSE CODES	
GTD	Getting things done
CSA	Client service administrator
CC	Client Concierge for professional firms
PP	Pricing policies for professional firms
MA	Marketing administrator
ASIC	The responsible ASIC registered agent
UPM	The Ultimate Practice Manager
RWM	The Responsible Workflow Manager

COURSE CODES	
BCB	Business coaching for bookkeepers
BAM	Business analytics for managers
VCFOE	Virtual CFO Essentials
VCFOA	Virtual CFO Advanced
GBC	Good and bad clients
TRE	The referral engine
PSA	Professional selling
YBF	You've been framed