

Quinlan Mentor Programme FAQ Sheet:

The programme teaches technical skills and introduces real life scenarios offering a complete Mentor Programme proven to get you through the interview process into the workforce.

What are the benefits to the programme?

A)

1. Attendance to training courses and Certificate of completion
 - MYOB Bridging, MYOB Basics
 - MYOB Payroll
 - MYOB Intermediate
 - MYOB Advanced
 - MYOB BAS
 - SAP Business One
 - Xero and Xero tutorials
 - Job Seeking & Professional English Communication
 - Intermediate Excel & Advanced Excel
 - QuickBooks (Reckon Accounts)
 - Three levels of tutorial with real examples
 - End of Month Close, Budgeting and Variance Analysis,
 - Accruals and Prepayments, Asset registers, Intercompanies. Profitability analysis
 - Payroll Tax lodgement, Super lodgements, End of Year journals & more
 - Taxation
2. One-on-one session with qualified HR Professional to write your cover letter and resume
3. One-on-one interview practice session with feedback and rating
4. Unlimited work in Accounts field
5. Free CPA assessment fee waived
6. Free Accreditation into the 'The Australian Bookkeeping Institute' (subject to completion of training courses and relevant criteria).

Q What does the Mentor Programme include

A) The Mentor Programme is broken into:

1. Sessions such as the MYOB Basic training.
2. Individual sessions such as interview practice and resume writing.
3. Work experience using real client data you can add to your resume
4. Tutorials using real examples

Q How often do I need to attend?

A) It is totally up to you. There is no end date so come as little or as much as you like. You can attend face to face when sessions or complete all the programme from home using the on-

demand training portal. Online courses come with instruction videos, online support 7 days per week (two to three 30 min blocks per day) and answers.

If you miss a session just pick up the course again when it suits you.

We rotate face to face sessions between weekdays and weekends to ensure everyone can attend. Stay in the programme for as long as you want with nothing extra to pay. We support you in the programme building your knowledge and length of work experience until you get a paid job.

Why should I join this programme over other programs?

A)

- QCT offers training courses which are available both face-to-face as well as online.
- Majority of work you as the trainee do, is on real-life files.
- You have lifetime access and can return for additional training and mentorship.
- The program's Director, Tom Quinlan, is a CPA and will be a reference.
- We have a holistic approach to our program, which includes specific accounting training, real-client experience, resume and interview support, and on-going learning and development opportunities.

Q What type of functions will I learn in the work experience

A) We cover AR, AP, payroll, journals, payroll tax, balance sheet reconciliations, bank and credit card reconciliations, budgets, variance analysis, superannuation fund lodgements, BAS lodgements, end of month, end of year roles, end of year journals, accruals, debtor collection, bad debt write offs, intercompany transactions, taxation and most functions performed by Bookkeepers and Accountants. We use MYOB, QuickBooks, Excel, Xero, during the work experience.

Q What is the size of the session?

A) There are 2-5 people on average.

Q How would it enhance my resume?

A) We teach software and business knowledge. However, Australian employers want work experience, in Australia. The Mentoring Programme includes work experience that you put on your resume. This experience is gained by shadowing our staff working on backup client files we check over with you.

Q Do I get any certification?

A) Whilst you will get certificates for completion of the group courses like Excel and MYOB, the focus of this course is on the practical side. We encourage people to do it over 5+ months. This allows time to practice between each of the sessions and then undertaking the work placement. It is the experience going on your resume that employers will value more than the certificates.

Q Is there a time limit for the programme?

A) There is no time limit

Q From where do I get the work experience?

A) The work is for our clients and the Management and Bookkeeping division of our company.

Q How much is the fee?

A) The course fees are shown in the registration form. If you have two people or more sign up or choose to pay all upfront there are discounts.

Q Can I pay in instalments?

A) Yes, over three-monthly payments. After the three-month payments you remain in the programme with nothing extra to pay. You must pay the whole amount if you decide to stop the course (e.g. you get a job part way through).

Q When could I start?

A) We can get you started within 24 hours of registering. If you have not used MYOB before we start you with our MYOB Bridging course. If you have, you start in our MYOB Basics. You can then progress at your own speed.

Do I have to do the MYOB Bridging course?

A) No. The bridging course was introduced for students that have never used MYOB before. It involves no business knowledge. It will show you the entry level tasks such as login in, setting up customers / suppliers and chart of accounts. We cover these again in the Basic course but at a much quicker speed.

Q What order do I complete subjects

A) The suggested path for the mentoring programme is outlined below in Appendix 1.

What do I wear?

A) Business casual clothing is encouraged for the sessions. The exception being the interview practice session.

Q Will CPA count the work experience

A) CPA Australia count our experience regardless of the fact that it is voluntary. They focus on the content of the work.

An extract from their website: "Bookkeeping, accounts receivable / payable and payroll roles provide a good foundation to be able to move into professional accounting roles. A maximum 6 months supervised work experience can be claimed for these kinds of roles."

Source: <http://www.cpaaustralia.com.au/cps/rde/xchg/cpa-site/hs.xsl/pd-cpa-program-practical-experiencerequirement-prior-faq.html>

Consult CPA before relying on this information

Q How do I get more information?

A) Read all the information pack and watch the videos, then you are welcome to contact us for a free information session by emailing mentor@quinlanconsultingteam.com or calling 0386 691 83

Q The course sounds great – how do I join!

A) Complete a registration form in the enclosed pack and email it along with a copy of your resume to tom@quinlanconsultingteam.com . Once you register you will be sent a welcome pack that contains further instructions and passwords to our online resources page and training portal.

Q Can you detail the concept more?

A) Yes.

COURSES

Referred to as classroom-based training, but can be done from home, these are sessions we teach you the software and business knowledge. We use practical real-life scenarios.

TUTORIAL

The tutorials reflect real business scenarios. It requires the user to set up an MYOB file from scratch, use the documents (scanned in) such as Tax File declaration numbers, timesheets, invoices, credit notes to complete advanced payroll, Sales, Purchases, bank reconciliations, monthly reporting, BAS completion, super return, Workcover lodgements, budgeting and variance analysis. This unique experience is supported step by step video answers.

WORK EXPERIENCE

Once you have completed the MYOB Basic, Intermediate and payroll course you will complete work experience. This allows you a controlled environment to learn and process entries. You will progress to tasks like End of Month, BAS lodgements and many more client files. At each stage your results will be compared the answers our staff have done in the live file. Any variances will be reviewed to ensure you learn and obtain the correct answers.

COACHING

The Job Seeking course teaches how to write a resume and cover letter, tips for interviews and an in-depth analysis into the accounting industry. This session provides you the knowledge to have a go at writing your own resume and cover letter. We will then modify the content and format as required. Tom Quinlan will be a reference on your resume for work experience you

have completed. We schedule a time to run a professional interview with you. After the interview we provide constructive feedback outlining the strengths and weaknesses of your responses. We provide you recommended answers to behavioural and technical questions, so you are prepared when you attend real interviews. Each week we email you Bookkeeping/Accounts roles with email links so you can quickly send your resume to a range of recruiters and employers.

TESTING

The QCT exam is used to examine the skills and knowledge you have been taught. 90% of the questions are from material presented in the courses and is an open book exam with a 90-minute time limit. The extra 10% is from knowledge gained in the workplace. QCT also uses the results as one of the inputs into recruiting staff for ongoing roles (we don't guarantee a paid job as part of the mentor course). We are aligned with the Australian Accounting and Bookkeeping Institute (AABI). Automatic accreditation is granted to those who get 80%+ on the QCT exam. This includes a year's free subscription.

Q) I read through the online portal schedule and noticed that they are 6-7 client work experience sessions throughout the month. Is this the maximum number of times we would work on client files?

A) Students often take files home after the session to finish. There is more experience built into the portal. These are only the face to face sessions offered which are rotated each month and dependent on requested sessions by students.

Q) When the students take sessions remotely, do you provide support if they do not understand how something works?

A) Remote live sessions are delivered with support. The live support schedule is on the portal help page. It is set up to offer live support every day.

Q) I am assuming you would also help me out with including the professional development and the work experience parts on my resume?

A) Our HR manager will do this with you in face to face or remote sessions.

Q) I want to show my client work experience and have a CPA as a reference when I start applying for jobs.

A) Yes, and Tom will be a reference.

Q) Once I start the program, learn MYOB basics, intermediate and payroll, what do I put on my resume? Do I mention I learnt these via a mentor program?

A) Put higher classes like MYOB Advanced, BAS, Advanced Excel under the professional development part of your resume. The client experience will go under the experience part of your resume.

Q) Can I try the class before I join?

