



## Statement of Inherent Requirements

<b>Faculty</b>	Business, Government & Law
<b>Disciplines</b>	Accounting, Business, Government and Policy, Information Systems, Law and Justice Studies, and Management
<b>Courses</b>	<p><b>Undergraduate Courses</b></p> <p>Bachelor of Accounting [182JA]          Bachelor of Applied Economics [943AA]          Bachelor of Australian Politics &amp; Public Policy [183JA]          Bachelor of Business Administration [761AA]          Bachelor of Business Informatics [706AA]          Bachelor of Commerce [726AA]          Bachelor of Entrepreneurship &amp; Innovation [208JA]          Bachelor of Event &amp; Tourism Management [279JA]          Bachelor of Finance [184JA]          Bachelor of Human Resource Management [185JA]          Bachelor of International Business [186JA]          Bachelor of Justice Studies [248JA]          Bachelor of Laws [794AA]          Bachelor of Management [394AA]          Bachelor of Marketing Management [187JA]          Bachelor of Philosophy (Honours) [677AA]          Bachelor of Politics &amp; International Relations [124JA]          Bachelor of Public Administration [210JA]          Bachelor of Social Science [188JA]</p> <p><b>Postgraduate Courses</b></p> <p>Master of Business Administration (MBA) [723AA]          Master of Business Informatics [845AA]          Master of Business Management (MBM) [284JA]          Master Degree Course in Juris Doctor (JD)[ 852AA]          Master of Laws (LLM) [849AA]          Master of Legal Studies [847AA]          Master of Professional Accounting [297JA]</p> <p><b>Undergraduate Courses - Commencing 2019</b></p> <p>Bachelor of Accounting [MGB001]          Bachelor of Business (Entrepreneurship &amp; Innovation) [MGB101]          Bachelor of Business (Human Resource Management) [MGB103]          Bachelor of Business (International Business) [MGB104]          Bachelor of Business (Management) [MGB105]          Bachelor of Business (Marketing) [MGB106]          Bachelor of Business (Service Management) [MGB107]          Bachelor of Business Administration [MGB201]          Bachelor of Commerce (Accounting) [MGB301]          Bachelor of Commerce (Business Economics) [MGB302]          Bachelor of Commerce (Finance and Banking) [MGB303]          Bachelor of Commerce (Financial Planning) [MGB304]          Bachelor of Commerce (Accounting and Finance) [MGB305]          Bachelor of Event and Tourism Management [MGB401]          Bachelor of Justice Studies [SCB001]          Bachelor of Laws [SCB101]</p>

Bachelor of Politics and International Relations [SCB201]  
 Bachelor of Social and Economic Policy (Economic Policy) [SCB301]  
 Bachelor of Social and Economic Policy (Sociology) [SCB302]  
 Diploma of Justice Studies [SCD001]  
 Associate Degree of Justice Studies [SCA001]  
 Diploma of Business Studies [MGD201]  
 Associate Degree of Business Studies

## Ethical Behaviour

### Inherent Requirement

- Behave ethically and professionally in academic and professional environments, complying with relevant standards and codes of ethics applicable to the profession.

### Rationale

- Compliance with relevant professional standards and/or codes of conduct, and commonly accepted standards of professional behaviour facilitates safe, competent interactions and relationships for students and the people they engage with in all contexts. This supports the physical, psychological, emotional and spiritual wellbeing of all.

Related Professional Requirements: **Academic Environment** [University of Canberra Student Conduct Rules 2013](#), **Accounting** [Accounting Professional and Ethics Standards Board](#), [CPA Australia](#), [Chartered Accountants of Australia and New Zealand](#), and the [Institute of Public Accountants](#), **Law** [ACT Law Society](#), [Legal Profession \(Solicitors\) Conduct Rules 2015](#) and the [Legal Profession \(Barristers\) Rules 2014](#), **Information Systems and Business Informatics** [Australian Computer Society](#)

### Examples

- Comply with relevant University Statutes and Rules.
- Apply ethical behaviour with the management of confidential and sensitive personal information.
- Reflect on ethical dilemmas and issues, and take responsibility for ensuring awareness of ethical behaviour.

### Additional examples for specified disciplines

#### Law

- Comply with the rules of natural justice, honesty, courtroom and professional etiquette.

## Legal Compliance

### Inherent Requirement

#### Accounting and Law

- Comply with Australian Law, professional regulations and/or scope of practice relevant to the profession.

### Rationale

- Knowledge, understanding and compliance with Australian law and professional regulations ensures effective, professional and responsible accounting and legal practitioners.

## Law

- Professional accreditation criteria as detailed in the [Law Court Procedures Rules 2006 \(ACT\) Reg 3607A](#).

## Examples

### Accounting

- Apply appropriate legal principles and disclosure requirements in preparing financial reports.
- Prepare Business Activity Statements and tax returns.
- Provide advice in relation to directors' duties and ways of structuring entities and transactions.

### Law

- Locate, interpret and apply laws relevant to a given context for assessment.
- Understand and uphold the rule of law, legislative and regulatory requirements as a legal professional and as an individual.

## Communication Skills

### 1. Expressive Communication Skills

#### Inherent Requirement

- Communicate effectively, in English, to a standard that allows clear, scholarly, and professional-level messages and text with language use and style appropriate to the audience.

#### Rationale

- Communication skills are an essential requirement to develop and maintain trusting relationships, and to perform effectively in an academic and complex professional environment, as well as solve problems and communicate knowledge and understanding of relevant subject matter effectively.

#### Examples

- Interview clients and a range of stakeholders in order to identify and clarify relevant issues.
- Develop and articulate cogent arguments as relevant to the situation.
- Provide clear feedback and reporting.

### 2. Receptive Language Skills

#### Inherent Requirement

- Internally formulate and assess conceptual meaning from verbal language and written messages and/or text, in English, using knowledge of language, background knowledge, critical thinking skills, self-reflection and other emotional intelligence markers.

#### Rationale

- Communication skills are an essential requirement to develop and maintain trusting relationships, and to perform effectively in an academic and complex professional environment, as well as solve problems and communicate knowledge and understanding of relevant subject matter effectively.

### Examples

- Read and comprehend information presented in a variety of standard formats such as handwritten notes; test results, graphical formats such as charts and accessing computerised information.
- Comprehend spoken English delivered at conversational speed (including in noisy environments, such as a classroom).
- Participating in tutorial, simulation, clinical and placement discussions.

## 3. Interpersonal Communication Skills

### Inherent Requirement

- Respectful communication with others, including the ability to listen, display empathy, build rapport and gain trust to ensure meaningful and effective interactions with people they engage with.

### Rationale

- Communication skills are an essential requirement to develop and maintain trusting relationships, and to perform effectively in an academic and complex professional environment, as well as solve problems and communicate knowledge and understanding of relevant subject matter effectively.

### Examples

- Communicate respectfully with people of different gender, sexuality and age, and from diverse cultural, religious, socio-economic and educational backgrounds.
- Create and develop rapport with peers, academic and profession staff conducive to effecting working relationships
- Cultural competence, sensitivity and willingness to work with individuals in a complex and diverse Australian educational setting.
- Perceive non-verbal communication and respond appropriately (in context).

## Behavioural Stability

### Inherent Requirement

- Behaviour that is adaptable to effectively manage changing situations sufficiently to maintain academic and professional relationships to acceptable community standards.

### Rationale

- Behavioural stability is essential in managing personal emotional responses and behaviour in academic and complex professional environments, including situations of potential human distress. It is required to work constructively in culturally and socially diverse settings and to deal with challenging issues, timelines and ambiguously defined problems.

### Examples

- Responding appropriately and professionally to stressfully and emotionally traumatic situations and issues.
- To work constructively in culturally and socially diverse teams while dealing with challenging technical issues which often contain ambiguous and incomplete information.

- Take responsibility for their own learning, including completing multiple, completing tasks within defined timeframes.

## Cognitive Skills

### Inherent Requirement

- Acquire knowledge, process information, analyse, think critically and synthesise information to apply knowledge of the discipline and sufficiently meet learning outcomes and academic standards relevant to the course, utilising cognitive and literacy skills, including focus, memory, and attention to detail.

### Inherent requirement for specified discipline/s

#### Accounting

- Utilise and implement numeracy skills.

### Rationale

- Cognitive skills are essential in acquisition and application of knowledge in both the academic and professional environment.

### Additional rationale for specified discipline/s

#### Accounting

- Numeracy skills are essential to ensure accurate application of accounting knowledge and skills.

### Examples

- Undertaking a range of assessment tasks such as exams, written assignments, presentations and practical applications that demonstrate his or her own knowledge of the required content.
- Ability to conceptualise and use appropriate knowledge in response to academic assessment items.
- The ability to read, decode, interpret, synthesize and comprehend information from multiple sources.

### Additional examples for specified discipline/s

#### Accounting

- Demonstrate accurate calculation and interpretation of complex accounting transactions involving numeracy skills.
- Demonstrate capacity to undertake complex financial analysis of accounting reports.
- Identify when accounting figures are being used inappropriately in an argument.

## ICT Capacity

### Inherent Requirement

- Acquire, and employ information and communications technology (ICT) skills in an appropriate and effective manner, utilising a range of systems in both the academic and professional setting.

### Rationale

- Competent ICT skills are essential to successfully access, apply and communicate information.

### Additional rationale for specified discipline/s

#### Accounting

- Accountants prepare financial reports utilising a wide variety of accounting software packages.

- Accountants are required to interrogate and audit the inputs and outputs of software systems, using a number of different techniques and other IT systems.

### Examples

- Submit assessment items online.
- Use ICT to access unit information, as required.
- Engage with peers using relevant ICT platforms and/or programs for group work assessment tasks.

### Additional examples for specified discipline/s

#### Accounting

- Use accounting-specific ICT, preparing accounting reports.
- Use various software packages, extract reports and data from accounting systems and prepare analyses for clients.