Tasmanian School of Business & Economics (TSBE) (School)

College of Business and Economics (College)

BFA502
CPA ETHICS AND GOVERNANCE

12.50 Credit points

Semester 2, 2019

Unit Outline

Unit Coordinator
Dr John McLaren
CONTACT DETAILS

Unit coordinator

Unit coordinator: Dr John McLaren
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Room location and number: Room 326 Centenary Building, Sandy Bay
Consultation hours: Please email to arrange a time
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WHAT IS THE UNIT ABOUT?

Unit description

Ethics and Governance: The CPA as a professional

Ethics and Governance is a core component of the knowledge and skill base of today’s professional accountants. As key business decision-makers, accountants must be proficient in regulatory regimes, compliance requirements, and governance mechanisms to ensure lawful and effective corporate behaviour and operations. A better understanding of ethics, corporate governance frameworks and mechanisms links with the various roles and responsibilities outlined in other units of the CPA Program. From an individual perspective, this unit provides candidates with the analytical and decision-making skills and knowledge to identify and resolve professional and ethical issues. The skills and knowledge obtained are also important for units that specialise in the functional disciplines of accounting such as Advanced Taxation, Financial Reporting, Strategic Management Accounting and Advanced Audit and Assurance.

More than ever, today’s professional accountants are less involved in traditional accounting functions and are more concerned with leadership and management. Today’s accountants are leaders in their field providing key support to senior management and are directly involved in many important decisions. An understanding of ethics and governance is essential to those in leadership roles, and to those who support their leaders. This unit not only develops an awareness of corporate governance but also helps members (and those whom they support) in discharging their stewardship functions.

Unit aims

The unit has three key aims:

1. promoting awareness of the ethical responsibilities of professional accountants, thereby enabling them to identify and resolve ethical issues or conflicts throughout their career;
2. ensuring professional accountants understand the importance of governance, including their role in achieving effective governance; and
3. understanding the role of accounting, and of accountants, in providing information about the social and environmental performance of an organisation.
Intended Learning Outcomes

This unit provides candidates with the knowledge and skills required of the professional accountant to operate effectively in a demanding and dynamic global business environment. It is designed to ensure the development of a range of professional ethics, values and attitudes among professional accountants.

On completion of this unit, candidates should be able to:

1. explain, from a global perspective, the nature of the accounting profession and the roles of professional accountants;
2. apply the key professional responsibilities of an accountant from the perspective of a member of CPA Australia;
3. explain the importance of ethics and professional judgment;
4. describe key governance and regulatory frameworks, including international perspectives on corporate governance and the roles of various stakeholders;
5. explain the expectations placed on various internal and external stakeholders arising from organisational governance responsibilities;
6. ascertain various compliance and regulatory regimes impacting the global business environment;
7. identify the strategic, leadership and global issues impacting accountants and the accounting profession; and
8. describe the nature, role and importance of corporate social responsibility, including climate change and sustainable development.
## Graduate Quality Statement

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire unit and multidisciplinary knowledge and skills, and develop critical and creative literacies and numeracies and skills of inquiry. They demonstrate the ability to apply this knowledge in changing circumstances. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability, are entrepreneurial and creative, and are mindful of their own wellbeing and that of the community. Through respect for diversity and by working in collaborative ways, our graduates reflect the values of the University of Tasmania.

### Alterations to the unit as a result of student feedback

Nil

### Prior knowledge &/or skills

Nil
HOW WILL I BE ASSESSED?

Assessment schedule

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Date due</th>
<th>Percent weighting</th>
<th>Links to Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>Exam Period</td>
<td>100%</td>
<td>1 - 8</td>
</tr>
</tbody>
</table>

Assessment details

Module weightings and study time requirements

Total hours of study for this unit will vary depending on your prior knowledge and experience of the content, your individual learning pace and style, and the degree to which your work commitments will allow you to work intensively or intermittently on the materials. You will need to work systematically through the study guide and readings, attempt all the in-text and online self-assessment questions and any case studies, and revise the learning materials for the exam. The workload for this unit is the equivalent of that for a one-semester postgraduate unit. An estimated 10 to 15 hours of study per week through the semester will be required for an average candidate. Additional time may be required for revision. Do not underestimate the amount of time it will take to complete the unit.

Table 1: Module weightings and study time

<table>
<thead>
<tr>
<th>Module</th>
<th>Recommended proportion of study time (%)</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and society</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Ethics</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Governance concepts</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Governance in practice</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Corporate accountability</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Exam structure

The Ethics and Governance exam comprises a combination of multiple-choice and extended-response questions. Multiple-choice questions will include knowledge, application and problem-solving questions that are designed to assess the understanding of ethics, governance and corporate social responsibility content. Extended-response questions will relate to the case studies provided in the exam. Candidates will be required to comprehend case facts, recognise and isolate relevant issues, and critically analyse the facts presented and apply them to the concepts in the study guide to reach a conclusion. The case studies will predominantly require
application and problem-solving. Strategy, leadership and international business themes may provide contexts for assessment in the exam.

Table 1 provides an indication of the approximate proportion of multiple-choice exam questions likely to come from each part of the unit. The extended-response questions may be sourced from any module of the study guide.

**General exam information**

CPA Program exams are of three hours and 15 minutes duration. CPA Program exams are open book. This means that candidates may bring any reference material into the exam that they believe to be relevant and that may assist them in undertaking the exam. This may include, for example, the study guide, additional materials from MyLO readings and prepared notes. For this unit, candidates are not required to have access to a calculator in the exam. However, should you wish to bring a calculator, please ensure that the calculator is compliant with CPA Australia’s guidelines. The calculator must be a silent electronic calculating device whose primary purpose is as a calculator. Calculators with text-storing abilities are not permitted in the exam. The exam is based on the whole unit, including the general objectives, module objectives and all related content. Where advised, relevant sections of the CPA Australia Members’ Handbook and legislation are also examinable.

As this exam forms part of a professional qualification, the required level of performance is high. Candidates are required to achieve a passing scaled score of 540 in all CPA Program exams. Further information about scaled scores and exam results is available at: cpaaustralia.com.au/cpaprogram

**How your final result is determined**

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes.

Your grade will be determined in the following way:

Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task. You need to achieve an overall score of at least 50% to successfully complete this unit. It is expected that you will seek help (from the unit coordinator in the first instance), well before the due date, if you are unclear about the requirements for an assessment task.

- PP (pass) at least 50% of the overall mark but less than 60%
- CR (credit) at least 60% of the overall mark but less than 70%
- DN (distinction) at least 70% of the overall mark but less than 80%
- HD (high distinction) at least 80% of the overall mark
All grades are provisional, until confirmation by the Assessment Board at the end of semester.

**Academic misconduct**

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in [Ordinance 9: Student Discipline](#) – Part 3 Academic Misconduct.

**Student Behaviour**

The University Behaviour Policy sets out behaviour expectations for all members of our University community including students and staff.

The aim in doing so is to ensure that our community members are safe, feel valued and can actively contribute to our University mission.

It is expected that community members behave in a manner that is consistent with our University values – respect, fairness and justice, integrity, trust, responsibility and honesty. There are also certain behaviours that are considered inappropriate, such as unlawful discrimination, bullying and sexual misconduct.

The accompanying University Behaviour Procedure sets out the process and avenues that University community members can access to resolve concerns and complaints regarding inappropriate behaviour by a University community member. Wherever possible, the focus will be on early intervention and a ‘restorative’ approach that creates awareness of inappropriate behaviour and its impact on others. However, in some cases, students who engage in inappropriate behaviour may be subject to disciplinary proceedings, which may impact upon continuation of their studies.

Students can seek support and assistance from the Safe and Fair Community Unit [SaFCU@utas.edu.au](mailto:SaFCU@utas.edu.au) or ph: 6226 2560.

Matters are dealt with in confidence and with sensitivity.
WHAT LEARNING OPPORTUNITIES ARE THERE?

MyLO

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

Getting help with MyLO

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit. For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website. If something is not working as it should, contact the Service Desk (Service.Desk@utas.edu.au, phone 6226 1818), or Request IT Help Online.

Resources

Required readings

You will need the following text:

CPA Study Guide – Ethics and Governance Tuition Candidate Workbook

Activities

Learning expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the unit or unit framework, comply with workload expectations, and submit required work on time.

Details of teaching arrangements

Face to face:

Face-to-face students are expected to attend a four (4) hour lecture/tutorial each week from week 1 to week 7. You will be an active participant of every tutorial and not a
passive attendee, so come prepared to work. You will need access to the prescribed text book (either hard copy or online) in the tutorials. Recorded versions of the lecturers will be made available through MyLO. A unit schedule is provided at the end of this unit outline indicating the topics to be introduced each week and the text reference.

Consult the class timetable found in a link at: http://student.admin.utas.edu.au/courses enrolment/timetable/ for the location of all your BFA502 classes.

**Blended Delivery:**

This unit will be delivered via flexible delivery. All teaching materials in this unit will be placed on MyLO. Recorded versions of all lectures will be made available through MyLO. Interactive tutorials, for distance students only, will be held online. Further information regarding how to access the online sessions will be made available on MyLO.

Distance students will share the BFA502 MyLO site with students enrolled in the face-to-face delivery. Some important benefits flow from this:

- Sharing of resources: e.g. optional study activities, web links, etc. may be posted to the topic folders. All students, regardless of mode of enrolment, will be exposed to the same information, materials and optional activities.
- Sharing of study information: All students, regardless of enrolment mode, will have opportunity to interact with each other via discussion boards and email. This is important, as it increases your contact points, and therefore the range of interaction opportunities. In the process we can all learn from each other.

**Distance:**

For distance students, selected components of face-to-face recorded lectures/tutorials will be made available through MyLO. Online tutorials will be delivered using the University's web-conferencing software package (more details about timing and participation will be provided by email and through MyLO in the first two weeks of the academic semester).

A copy of the lecture program is available at the end of this outline. You can post general questions or comments about the course, to the Ask the Class Discussion forum for this unit (available on MyLO). You are encouraged to answer questions and contribute to discussions on the forum.

**Specific attendance/performance requirements**

In this unit, your active engagement will be monitored in the following way:

1. Completing the student agreement
2. Enrolling for tutorials and attendance for on-campus students

If you do not demonstrate evidence of having engaged actively with this unit by completing these two activities by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.
Teaching and learning strategies

The University is committed to a high standard of professional conduct in all activities and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the unit or unit framework, comply with workload expectations, and submit required work on time.

Work Health and Safety (WHS)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University’s Work Health and Safety website and policy.

Communication

TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT

Check the MyLO Announcement tool at least once every two days. The unit Announcement will appear when you first enter our unit’s MyLO site. Alternatively, click on the Announcement button (towards the top of the MyLO screen) at any time.

WHEN YOU HAVE A QUESTION

Other students may have the same question that you have. Please go to the Ask the Class Discussion forum on the unit’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact the appropriate teaching staff member by email instead.

WHEN YOU HAVE AN ISSUE THAT WILL IMPACT ON YOUR STUDIES OR THE SUBMISSION OF AN ASSESSMENT TASK

If you have a personal question related to your studies or your grades, please contact teaching staff by email.

For general questions about the unit, please add them to the Ask the Class Discussion forum on the unit’s MyLO site. This way, other students can also benefit from the answers.

A NOTE ABOUT EMAIL CORRESPONDENCE
You are expected to check your UTAS email (WebMail) on a regular basis – at least three times per week. To access your WebMail account, login using your UTAS username and password at https://webmail.utas.edu.au/.

You are strongly advised not to forward your UTAS emails to an external email service (such as gmail or Hotmail). In the past, there have been significant issues where this has occurred, resulting in UTAS being blacklisted by these email providers for a period of up to one month. To keep informed, please use your UTAS email as often as possible.

We receive a lot of emails. Be realistic about how long it might take for us to respond.

**Concerns and complaints**

The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the ‘How to resolve a student complaint’ page.

**Further information and assistance**

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support, Student Advisers, Disability Services, and more which can be found on the Student Support and Development page of the University website.

Should you require assistance in accessing the Library, visit their website for more information.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE BEGINNING</th>
<th>TOPIC/ MODULE/ FOCUS AREA</th>
<th>ACTIVITIES</th>
<th>RESOURCES/ READINGS/ FURTHER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 July</td>
<td><strong>Module 1</strong> - Accounting and society</td>
<td>CPA Study Guide Module 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>22 July</td>
<td><strong>Module 2</strong> - Ethics</td>
<td>CPA Study Guide Module 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>29 July</td>
<td><strong>Module 3</strong> - Governance Concepts</td>
<td>CPA Study Guide Module 3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5 August</td>
<td><strong>Module 4</strong> - Governance in Practice</td>
<td>CPA Study Guide Module 4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12 August</td>
<td><strong>Module 5</strong> - Corporate Accountability</td>
<td>CPA Study Guide Module 5</td>
<td></td>
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<tr>
<td>6</td>
<td>19 August</td>
<td><strong>Module 5</strong> - Corporate Accountability</td>
<td>CPA Study Guide Module 5</td>
<td></td>
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<tr>
<td>7</td>
<td>26 August</td>
<td>Revision</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-semester break: 2 September to 8 September (inclusive)

Exam Period: 26 October to 12 November (inclusive)
ACCREDITATION

AACSB Accreditation

The Tasmanian School of Business and Economics (TSBE) is currently in the process of applying for business accreditation with the Association to Advance Collegiate Schools of Business (AACSB) – the lead program for accrediting business schools globally. AACSB seeks to connect educators, students, and business to achieve a common goal – to create the next generation of business leaders.

By joining AACSB and going through the accreditation process, TSBE is joining a global alliance committed to improve the quality of business education around the world, and to share the latest innovations in business education. Gaining Business Accreditation with AACSB is a multi-year process involving TSBE demonstrating our performance against the 15 accreditation standards.

Once complete, TSBE will join a select community of accredited business schools, with only 7% of all business schools globally having completed the AACSB process. This will further enhance the reputation of TSBE, and further enhance the global recognition of your qualifications. To find out more about AACSB click [here](https://www.aacsb.edu).