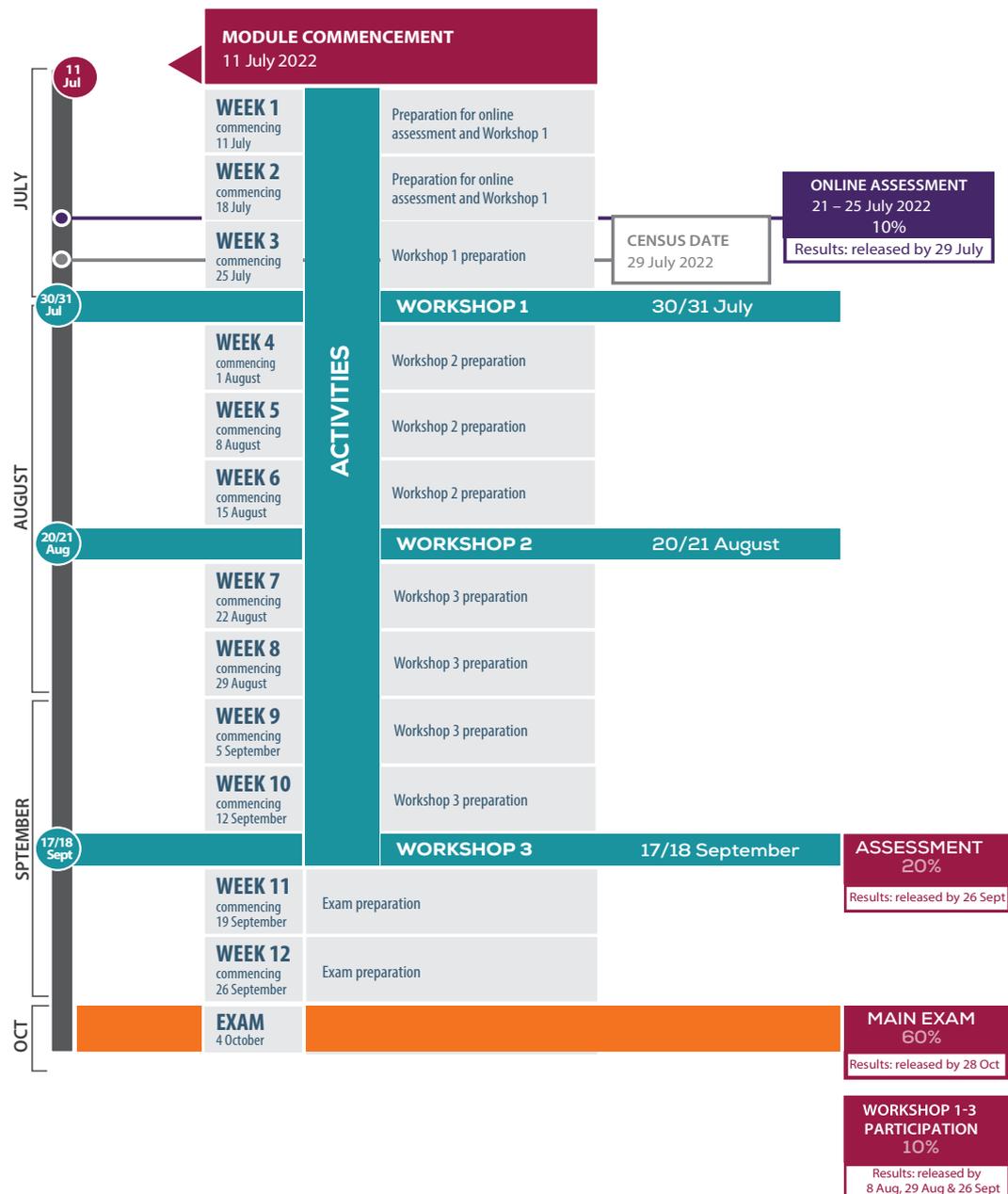# CAP222 Module outline

Capstone

Overview

The Capstone module integrates knowledge and skills from the technical modules in developing the professional competence required to become a Chartered Accountant. While the module requires candidates to apply technical skills and current knowledge, the focus is on the development of competencies that candidates will need to perform effectively in the professional environment.

Candidates attend three compulsory workshops throughout the module. Each workshop builds on activities and research completed to achieve the Capstone learning outcomes.

Module plan and time allocation

The Capstone module is 12 weeks with an expected workload of 12 hours per week. This includes workshops, pre-workshop activities, preparation for the workshop assessments and study time, but excludes the final exam. Candidates are advised to plan their enrolment carefully around work and other commitments, to ensure they are able to devote the time required to their studies.

MODULE COMMENCEMENT
11 July 2022

11 Jul

JULY

WEEK 1 commencing 11 July	Preparation for online assessment and Workshop 1
WEEK 2 commencing 18 July	Preparation for online assessment and Workshop 1
WEEK 3 commencing 25 July	Workshop 1 preparation

CENSUS DATE 29 July 2022

ONLINE ASSESSMENT
21 – 25 July 2022
10%
Results: released by 29 July

30/31 Jul WORKSHOP 1   30/31 July

AUGUST

WEEK 4 commencing 1 August	Workshop 2 preparation
WEEK 5 commencing 8 August	Workshop 2 preparation
WEEK 6 commencing 15 August	Workshop 2 preparation

20/21 Aug WORKSHOP 2   20/21 August

| WEEK 7 commencing 22 August | Workshop 3 preparation |
| WEEK 8 commencing 29 August | Workshop 3 preparation |

SEPTEMBER

| WEEK 9 commencing 5 September | Workshop 3 preparation |
| WEEK 10 commencing 12 September | Workshop 3 preparation |

17/18 Sept WORKSHOP 3   17/18 September

ASSESSMENT
20%
Results: released by 26 Sept

| WEEK 11 commencing 19 September | Exam preparation |
| WEEK 12 commencing 26 September | Exam preparation |

OCT

EXAM 4 October

MAIN EXAM
60%
Results: released by 28 Oct

WORKSHOP 1-3 PARTICIPATION
10%
Results: released by 8 Aug, 29 Aug & 26 Sept

ACTIVITIES

Assumed knowledge and prescribed reading

The assumed level of technical knowledge is as covered by the four technical modules – Audit and Assurance (AAA), Financial Accounting and Reporting (FIN), Management Accounting and Applied Finance (MAAF) and Taxation (TAX).

Prescribed readings will be available on myLearning upon commencement of the module.

Learning outcomes

The Capstone module integrates technical knowledge and professional skills to develop the professional competence required to achieve membership of Chartered Accountants ANZ.

The Capstone learning outcomes are:

1. Integrate technical knowledge, critical thinking and professional skills to provide business advice.
2. Demonstrate effective communication & collaboration skills in a variety of formal and informal business contexts.
3. Demonstrate an embedded ethical approach in the application of technical knowledge and professional skills.
4. Reflect on how the key areas of Chartered Accounting practice contribute to professional practice, decision-making and accountability and identify areas for continuing professional development.

Learning resources and support

The Capstone module has a range of resources and support available for candidates including:

Resource materials available on myLearning – including module orientation, toolkit, video resources and pre-workshop activities.

Discussion forums – where candidates can raise and discuss issues with other candidates. The discussion forum is based on candidates helping each other by responding to each others' posts. The module leaders moderate the forums.

Past exams – past exams will be available to download with examiner's feedback.

Mentors – by the time candidates undertake the Capstone module, many would have established networks for professional guidance and support. Mentors play an important role in this.

Workshop team – candidates will work in teams during the Capstone workshops. These teams will be a valuable networking and information source for addressing questions and working together.

Assessment

An overall pass mark of 60% or greater is required to pass the Capstone module. Unlike the technical modules, there is no minimum pass mark required in the final exam. Attendance at all three workshops is mandatory for the Capstone module. Non-attendance without approved special consideration will result in discontinuation from the module.

The assessment components are outlined below:

Assessment component	Contribution to final marks	Details
Online assessment prior to Workshop 1	10%	The online assessment will consist of 10 single-response, multi-choice questions
Workshop participation (Workshops 1-3)	10%	Participation across all three workshops will be assessed
Workshop 3 team presentation	20%	Team presentation assessment task including question and answer component
Exam	60%	Open-book exam comprising of three (3) compulsory questions based on a case study to be completed within 3.75 hours. Pre-release information is released on myLearning the week following Workshop 3
Total	100%	

Task words

Task words are the verbs used in the module learning outcomes, activities and assessments. Understanding the meaning of task words helps candidates to know exactly what is being asked. Task words direct and tell candidates how to go about answering a question. Following is a list of task words as they apply to the Chartered Accountants Program.

Word	Meaning
Account for	Demonstrate the accounting treatment by using a set of accounts
Advise	Communicate appropriately the recommended course of action based on an analysis of specific circumstances
Analyse	Examine closely; examine something in terms of its parts and show how they are related to each other
Apply	Use established methods/tools/procedures to resolve relatively straightforward scenario or problem
Appraise	Assess the value or quality of something; or assess its performance
Assess	Decide the value of something in a particular context
Calculate	Ascertain or determine by mathematical processes, usually by the ordinary rules of arithmetic
Classify	Place objects/concepts into appropriate categories using an established tool/methodology or framework
Compare	Critically consider two or more things, emphasising their similarities
Consider	Think carefully about something before making a decision, to look closely or attentively at something
Construct	Build or make something, to form an idea, a process or procedure by bringing together various theoretical and conceptual elements
Contrast	Critically consider two or more things, emphasising their differences
Critique	Give a judgement about the value of something and support that judgement with evidence
Define	Make clear what is meant by something; or use a definition or definitions to explore a concept
Demonstrate	A practical explanation of how something works or is performed
Describe	Present a detailed account of something focusing on depth of knowledge
Design	Develop a procedure/process or course of action based on a selection of the optimum combination from a range of available options
Determine	Establish the most appropriate or most correct answer or course of action from a range of available options
Develop	Bring something into existence that has not previously existed, or to reshape something from its initial position into something more refined
Discuss	Present a detailed account offering an interpretation of something or focusing on breadth of knowledge
Distinguish	Separate one from the other by distinct difference
Evaluate	Determine the value of something, normally with reference to specific criteria
Examine	Inspect something in detail and investigate the implications
Explain	Make clear the details of something; or show the reason for or underlying cause of something; or the means by which something occurs
Identify	Point to the essential part or parts. You might also have to explain clearly what is involved
Illustrate	Offer an example or examples, to show how something happens, or that something happens, or to make concrete a concept by giving examples

Word	Meaning
Integrate	Combine one aspect of their learning with another to form a holistic understanding of a process, procedure or course of action
Interpret	Make clear the meaning of something and its implications
Justify	Provide reasons why certain decisions should be made, conclusions reached and/or courses of action taken
List	Note or itemise in point form
Outline	Go through and identify briefly the main features of something
Plan	Prepare a detailed proposal for doing or achieving something
Prepare	Follow established procedures/methods to create a report of financial information or commentary (e.g. Using a pro forma spreadsheet)
Prioritise	Designate or treat something as being very or more important; or determine the order for dealing with (a series of items or tasks) according to their relative importance
Produce	Without using a pro forma spreadsheet, or without any guidance, create a report of financial information with commentary
Recommend	Advocate a particular outcome or course of action based on an analysis of a range of available options
Review	Report the main facts about something
Select	Carefully choose as being the best or most suitable
Solve	Resolve; or work out to a result or conclusion
State	Accurately articulate established principles, concepts, terms, etc.
Summarise	Describe something concisely

CA Program policies and Candidate code of conduct

As a CA program candidate, you are bound by the CA program candidate code of conduct. This is available on our website together with the policies governing the CA program. A link to the website can be found in the orientation section on myLearning.