The Professional Year Program (PYP) is specifically designed for ICT graduates. It aims to enhance the chances of international students in gaining employment in Australia, whilst also helping to address Australia’s skills shortage in the ICT discipline.

The PYP delivers:
- 44 weeks practical training, face to face study and workshops
- 12 weeks hands-on internship with a host company
- networking opportunities
- professional development opportunities
- on successful completion of a Professional Year program specified by the Minister, a participant maybe awarded 5 points under the Skilled Occupations List.

The William Light institute has been accredited by ACS to deliver this program.

**Entry Requirements**

Applicants are required to attend an interview as part of the application process. They must also have:

- a recognised bachelor degree or master qualification in information and communication technologies (ICT) from an Australian institution
- at least two years of study completed in Australia
- IELTS overall band of 6.0 (Academic Module) with no individual band below 6.0, or equivalent

**Visa Requirement:**
- a Skilled – Graduate (Temporary) visa (subclass 485) or Bridging Visa A.

Spouses of the student visa holder could gain entry into this program provided they meet the entry requirements.

**Program Structure**

The course consists of four units:
- Business Communication skills
- Australian Workplace skills
- Professional Environment (Governance, Ethics and Strategic Business Frameworks),
- Professional Internship (work experience) component.

The student completes two core units of study over 30 weeks. They also need to complete an online unit in Professional Environment while they undertake a 12-week unpaid internship.

Students are also required to complete the orientation program and the Pre-Professional Environment Assessment Workshop delivered online by ACS.

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<thead>
<tr>
<th>Teaching Period</th>
<th>Unit Name</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>Minimum of 2 hours</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Communication and Performance in the Australian Workplace</td>
<td>130 hours</td>
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<tr>
<td>1</td>
<td>Australian Workplace Culture</td>
<td>130 hours</td>
</tr>
<tr>
<td>1</td>
<td>Pre Professional Environment Workshop</td>
<td>Minimum of 2 hours</td>
</tr>
<tr>
<td>2</td>
<td>Internship</td>
<td>12 weeks (220 hours)</td>
</tr>
<tr>
<td>2</td>
<td>Professional Environments</td>
<td>12 weeks</td>
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</tbody>
</table>
HOW TO APPLY:

1. Download the application form from the website: www.wli.sa.edu.au/getting-started

2. Complete and sign the application form

3. Attach required supporting documents. These documents include:
   - Certified Academic transcripts with grading system
   - IELTS
   - CV
   - Skills assessment report
   - A copy of passport
   - A copy of applicant’s health insurance

4. Submit the application form and attach supporting documents to admissions@wli.sa.edu.au

You can send your completed application form and supporting documents to:

Admissions Officer
The William Light Institute
Level 1, 211 Pulteney St.,
Adelaide, South Australia 5000
Communication and Performance in the Australian Workplace

Contact Hours: 120 hours

Unit Overview

This unit covers the competency for interacting with people internally and externally through verbal, nonverbal and written communications in the workplace. Topics covered in this unit includes performance in business meetings, workplace communication, presentations, business writing and reporting to managers.

Core Participation Requirements

For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Commonwealth Act 2005), and Academic Disadvantage Policy, academic requirements for this unit are articulated in the Unit Overview, Objectives, Assessment and Generic Skills sections of this entry.

Key Learning Resources

A range of reading materials and case studies will be cited and made available electronically during the course. Participants will also be provided a workbook that they need to bring with them during the workshops.

Assessments

Assessments are in the form of written assessments, role playing and presentations. Most of the assessments are completed during the workshops.

Learning and Teaching Methods

The unit is delivered in 4 hour classes, workshop style teaching, as a whole class.

Compulsory Components

Participants must attend all workshops and pass all assessments to pass the unit.
Australian Workplace Culture

Contact Hours : **130 hours**

Unit Overview

This unit covers the competencies needed in the entry and advancement in the Australian workplace. Topics covered in this unit includes working effectively with diversity; workplace health and safety policies, procedures and programs to meet legislative requirements; workplace relationships; professional performance, preparing tailored job application and interview preparation.

Core Participation Requirements

For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Commonwealth Act 2005), and Academic Disadvantage Policy, academic requirements for this unit are articulated in the Unit Overview, Objectives, Assessment and Generic Skills sections of this entry.

It is Institute's policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in this program. Students who feel their disability may impact on meeting the requirements of this unit are encouraged to discuss this matter with the Academic Director (academic.director@wli.sa.edu.au)

Assessments

Assessments are in the form of written assessments, role playing and presentations. Most of the assessments are completed during the workshops

Compulsory Components

Participants must attend all workshops and pass all assessments to pass the unit.

Key Learning Resources

A range of reading materials and case studies will be cited and made available electronically during the course. Participants will also be provided a workbook that they need to bring with them during the workshops.

Learning and Teaching Methods

The unit is delivered in 4 hour classes, workshop style teaching, as a whole class.
Pre Professional Environment Workshop  
(delivered by ACS online)

Duration: **minimum 2 hours**

This workshop and assessment unit assists students to understand the learning, delivery methods and content of the online ACS Professional Environments with inbuilt assessment and submissions. Students log into our learning website and work through a tutorial workshop. This online workshop takes a minimum of 2 hours to complete.

Professional Environment Workshop  
(delivered by ACS online)

Duration: **12 weeks**

Unit Overview

Professionalism in ICT is designed to demonstrate what it means to be a professional in a chosen field. This online module will provide the opportunity to develop and maintain an e-portfolio, which can be built on following completion of the Professional Year program. Issues related to Business, Legal and Ethical content in the workplace is also covered. The online module is for 12 weeks and runs parallel to the student internship.
INTERNERSHIP PROGRAM

Duration : **12 weeks (220 hours)**

Unit Overview

This aim of the Internship program is to provide practical workplace experience in an Australian based organisation to equip students with the professional skills needed for a successful career in the Australian workforce.

The William Light Institute will be sourcing internship placements for each of the participants. The Internship Facilitator will identify skills and career objectives of the participants and match them to the internship host organisation's requirements.

An Internship Mentor (a representative from the internship host organisation) will be assigned to the student to supervise. The Internship facilitator will also regularly visit the student in the internship host organisation site to provide support to the participant when needed.

Core Participation Requirements

It is Institute's policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in this program. Students who feel their disability may impact on meeting the requirements of this unit are encouraged to discuss this matter with the Academic Director (academic.director@wli.sa.edu.au)

Assessments

The performance of the participants during internship will be assessed by internship facilitator and internship mentor (representative from the internship host organisation). Students are also required progress reports and end of semester reports.

Compulsory Components

Participants must complete all the 220 hours or internship and pass the assessments (reports required in the internship program) to pass this unit.
ABOUT THE WILLIAM LIGHT INSTITUTE

The William Light Institute is a leading educational institution located in the heart of Adelaide. A place where everyone knows your name. A friendly atmosphere & intimate class sizes designed for effective learning outcomes.

The William Light Institute has successfully developed a track record in providing high quality courses for international students. Our supportive, friendly student oriented environment has allowed many students to thrive whilst at the same time ensuring that our educational standards are of the highest order. The William Light Institute has also developed invaluable relationships with industry and this connectedness will ensure that we maintain the relevance of our courses to the job market.