Course Outline

IMPR9107

Professional Immigration Practice and Ethics

First created: 2015

Last updated: November 2019

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Course Outline Professional Immigration Practice and Ethics
IMPR9107

COURSE DESCRIPTION

This is the final course in the Immigration Practitioner Certificate Program. This course will provide a thorough overview of the profession of immigration consulting with a focus on professional practice management. This course will delve into the requirements to work as a professional immigration consultant and on running a financially successful, regulated and government compliant practice. A strong focus will be placed on the ICCRC Code of Professional Ethics, interviewing clients and the responsibilities of a regulated immigration consultant.

PREREQUISITES	IMPR9107: Professional Immigration Practice and Ethics
DELIVERY FORMAT	Blended Learning
HOURS	72
FEE	$1140.00

LEARNING OUTCOMES

Upon completion of this course, learners will demonstrate an understanding of:

- the duties and tasks required to practice immigration consulting
- how to develop a business plan
- how to establish a business
- the legal duties of an employer
- how to manage human resources (employees, agents)
- the Council's Client Account Regulation
- information technology applications and business practices
- the rights and obligations of employers and employees
- how to participate in relevant case studies
- basic bookkeeping principles
- how to calculate federal and provincial sales taxes
- the roles and responsibilities of authorized immigration representatives

Learners will also demonstrate an ability to:

- identify types of business structures
- identify the structure and elements of a business/marketing plan
- establish/monitor office procedures
- develop a business continuity plan (e.g., in case of an emergency such as, fire, flood, influenza pandemic; cessation of practice temporarily or permanently; etc.)
- translate legislative requirements into practice
- open, manage and close client files according to the Council's Client File Management Regulation
- prepare retainer agreements according to the Council's Retainer Agreement Regulation
- network with peers/others
- market an immigration consulting business in a variety of formats
- screen prospective clients
- collect information from clients to inform the application process
- interview clients
- prepare cases
- manage a case file
- review cases and identify required documentation for application

PERFORMANCE EVALUATION

Learner progress will be assessed based on a combination of participation, attendance, assignments, quizzes and activities completed throughout the course and a multiple choice final exam. Participation, attendance, assignments, quizzes and activities will count for 50% of the course mark and the final exam will count for 50% of the course mark.

ASSESSMENT	WEIGHT
Attendance and Participation	10%
Completion of Online Activities	30%
Unit Quizzes	10%
Final Exam	50%

EXAMS AND EVALUATIONS

In order to pass the course, learners must achieve at least 65% on the final exam and 70% or above in a combined mark of all grades.

In the instance that a learner should not achieve 65% on the course final exam, they will be given the opportunity to rewrite the exam within seven days.

ASSIGNMENTS

Assignments are marked based on successful completion. Late assignments will only be accepted with permission from the instructor.

TECHNICAL REQUIREMENTS

In order to complete this course, you must have access to a computer or laptop to access the online activities. You must have Adobe Reader 8 or higher to view IRCC forms and documents.