

Immigration Consultant

Diploma

Program Objective

The Immigration Consultant Diploma program is designed to prepare students for a wide range of opportunities within the immigration consultancy field. During the duration of the program, students learn both the theoretical and practical aspects of the profession required to advise and represent potential immigrants before Citizenship and Immigration Canada, the Immigration and Refugee Board, and the Canadian Border Services Agency.

Regulated Canadian Immigration Consultants (RCIC) are able to work and practice across Canada as well as in other countries. Graduates of the Immigration Consultant Diploma program may also find employment within immigration practices of law firms, immigration consulting firms and government agencies. To this effect, the program curriculum provides students with the various aspects of immigration law and rules of professional conduct. The program also aims to educate students in the skills necessary to apply this knowledge to represent clients and operate a successful immigration consultancy practice.

The accredited Immigration Consultant Diploma program prepares students to write the Full Skills Examination administered by Immigration Consultants of Canada Regulatory Council (ICCRC) to obtain their Regulated Canadian Immigration Consultant (RCIC) designation.

Program Notes

Financial assistance may be available to qualified students.

Students must pass all courses and achieve a 70% program average to earn an Immigration Consultant Diploma.

Full-time students must attend the required hours per week as per the course schedule.

Admission Requirements

- Successful completion of at least two (2) years of post-secondary education or equivalent; or
- A minimum of two (2) years of related work experience or equivalent; and
- Satisfactory language test score (passing grade of English or French test set by the education provider).

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led training.

Duties and Responsibilities

Immigration consultants provide legal services in the area of immigration law as permitted by legislation. Their duties may include the following:

- Represent people applying to Citizenship and Immigration Canada for entry to Canada
- Represent clients before the Immigration and Refugee Board of Canada
- Provide legal advice and prepare applications
- Represent individuals in proceedings
- Negotiate on behalf of clients

Personal Attributes Required

To be successful in an Immigration Consultant career, individuals must possess the following:

- Excellent communication (reading, writing and verbal)
- Strong people and interpersonal skills
- Strong decision-making and problem-solving skills
- Self-motivated and professional
- Detail oriented
- High degree of independence
- Strong analytical skills
- Ability to resolve issues through research, analysis and interpretation



Entry-to-Practice Requirements

In order to qualify to write the ICCRC's entry-to-practice exam Full Skills Exam (FSE), and subsequently become a RCIC, I understand it is my responsibility to ensure I meet the mandatory entry to practice requirements:

- Be at least 18 years of age; and
- Be a Canadian citizen, Canadian permanent resident, or a Registered (Status) Indian within the meaning of the Indian Act (Canada). This does not mean a citizen or resident of the Republic of India; and
- Graduate from an accredited immigration practitioner's program within the last three (3) years; and
- Achieve at least the minimum required score on an ICCRC-approved English or French language proficiency test that has been completed within the past two (2) years;
- Provide satisfactory police certificates from every country in which you have lived for six (6) months or longer since age 18; and
- Satisfy the Registrar of your good character and good conduct by completing the Statutory Declaration – Background and Good Conduct attesting to good character and good conduct; and
- Not presently be an undischarged bankrupt or involved in a current creditor proposal or income garnishment arrangement

Competencies upon Completion

Core Business and Office Courses

- Bookkeeping Level 1
- Business Law and Ethics

Core Immigration Consultant Courses

- Canadian Immigration Law and Policy
- Business and Skilled Worker Classes
- Family Unification
- Temporary Entry/Labour Market Impact Assessment
- Administrative Law
- Tribunal Practice and Procedure
- Refugee Protection
- Ethics and Professional Responsibility
- Practice Management/Operating Your Own Practice
- Client Care for Immigration Consultants

PRACTICUM

Practicum exposes the student to a working environment where classroom instruction is put into practice. This allows the student to link classroom knowledge and training with real life practical activities.



Academy of Learning

C A R E E R C O L L E G E