# Accounting and Finance

There is strong demand in the public and private sector for highly trained accounting and finance professionals. Expertise in accounting and finance is essential for both business and personal success. TAFE NSW offers a wide variety of courses in this sector, giving you the skills and knowledge to become an industry leader.

**Job opportunities** [1]
The financial services industry employs over 528,360 people, making up approximately 4% of employment across the Australian economy.

**Annual growth** [2]
The industry is projected to grow by 33,200 workers with 6.3% growth between 2021 and 2026.

**Industry Partnerships**
TAFE NSW works closely with industry to ensure students can hit the ground running on graduation, and have close partnerships with organisations such as AMP, NAB, PWC, McDonalds, FINSIA, AFA and Striver.

**TAFE NSW Degrees**
On successful completion of a TAFE NSW degree, graduates are eligible to apply for membership with CPA, CA ANZ, IPA, FPA and are FASEA accredited.

## Qualifications you can earn at TAFE NSW

The courses at TAFE NSW prepare workers for jobs in bookkeeping, accounting, banking, mortgage broking, and financial planning. These workers touch the lives of all Australians who rely on the sector to manage their wealth and financial security.

| Course | Code |
|---|---|
| Certificate III in Financial Services | FNS30120* |
| Certificate III in Accounts Administration | FNS30317* |
| Certificate IV in Accounting and Bookkeeping | FNS40217* |
| Certificate IV in Finance and Mortgage Broking | FNS40820* |
| Certificate IV in Financial Services | FNS41820 |
| Certificate IV in Banking Services | FNS42020* |
| Diploma of Accounting | FNS50217* |
| Advanced Diploma of Accounting | FNS60217* |

| Course | Code |
|---|---|
| Diploma of Applied Commerce | HE20515 |
| Bachelor of Applied Commerce (Financial Planning major) | HE20531 |
| Bachelor of Applied Commerce (Accounting major) | HE20532 |
| Bachelor of Applied Commerce (Accounting and Financial Planning majors) | HE20535 |
| Graduate Certificate in Financial Planning (Professional Practice) | HE20529 |
| Graduate Diploma of Financial Planning | HE20530 |

### Fees for your course
A range of criteria apply for course fees, access to government subsidised training, student loans, payment by instalment, fee concessions, and fee exemptions that are available to eligible students. The training for all or some of the courses listed is subsidised by the NSW Government under Smart and Skilled funding. Visit tafensw.edu.au/enrol/fees.

1 Source: LMI 2022 labourmarketinsights.gov.au/media/jlyh5cnz/2021-nsc-employment-projections.xlsx.
2 Source: LMI 2022 labourmarketinsights.gov.au/media/l2ueqd0e/employment-outlook-industry-and-occupation-trends.pdf.
* This qualification is superseded. You can still enrol in this course, and you will be contacted if you need to transition into the next version when it is available.

Disclaimer: Please check to ensure that courses are currently being offered at your preferred TAFE NSW location. Course delivery and duration may also vary between TAFE NSW locations, so please confirm before enrolling. Fee free eligibility may apply.

RTO 90003 | CRICOS 00591E | HEP PRV12049
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## Short courses you can study at TAFE NSW

TAFE NSW has a selection of short courses available to study, that can help you build the essential Accounting and Finance skills needed to kickstart and grow your career, or to help you round out your résumé.

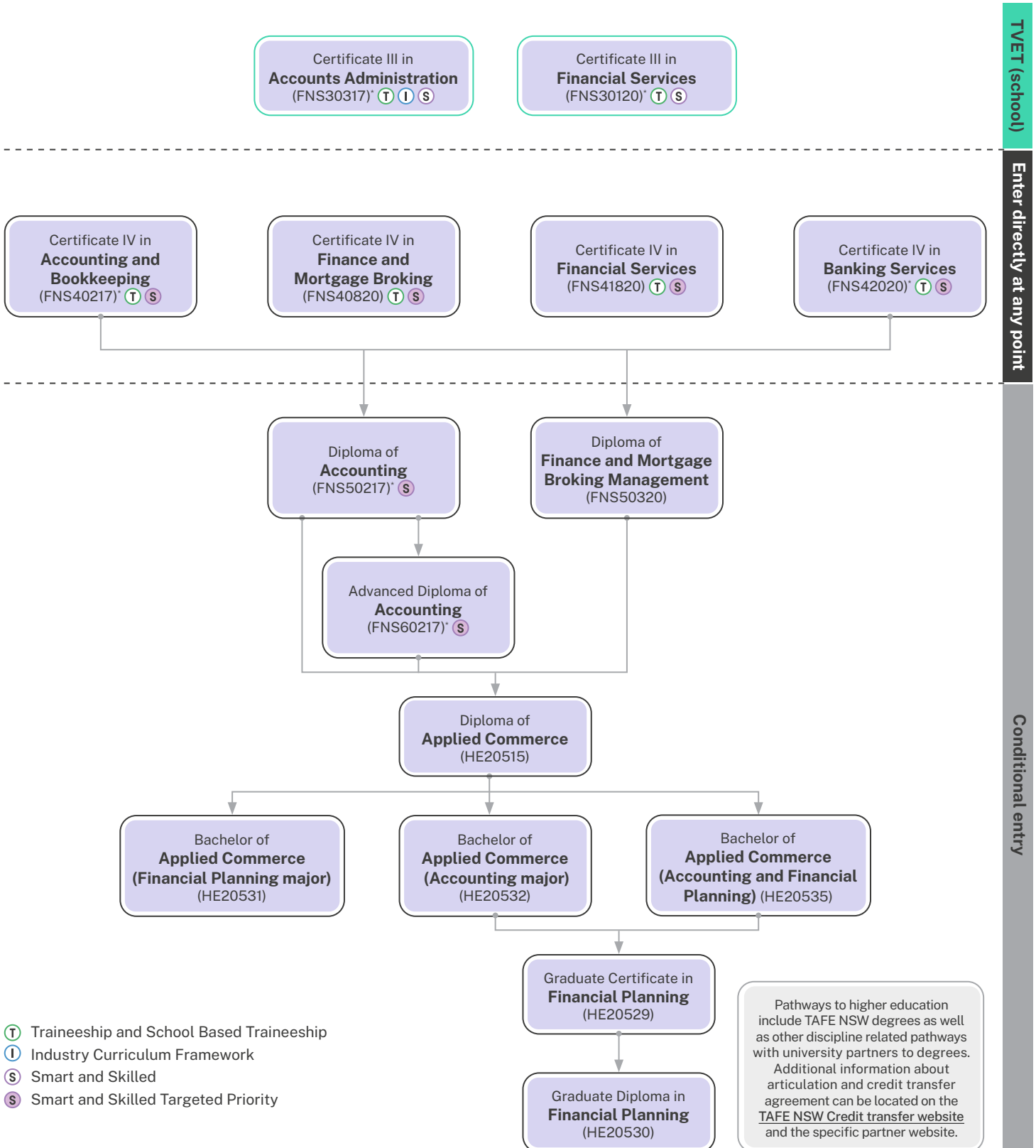| Short Courses (Accredited Training) | Code | Included Units of Study |
|---|---|---|
| Statement of Attainment in Introduction to Accounting | SG00006044 900-80300 | FNSACC311 Process financial transactions and extract interim reports. FNSACC312 Administer subsidiary accounts and ledgers. |
| Statement of Attainment in Computing Skills | 900-81098 | BSBFIA302 Process payroll, BSBITU314 Design and produce spreadsheets. FNSACC304 Conduct business activities using a computerised accounting system. |
| Statement of Attainment in Customer Service in Financial Service Sector | 900-81048 | BSBCUS401 Coordinate implementation of customer service strategies. BSBCUS403 Implement customer service standards. |
| Statement of Attainment in BAS Agent Registration Skill Set | FNSSS00004 | FNSTPB402 Establish and maintain payroll systems. FNSTPB401 Complete business activity and instalment activity statements. |
| Statement of Attainment in Bookkeeping | 900-82048 | FNSACC312 Administer subsidiary accounts and ledgers. FNSACC311 Process financial transactions and extract interim reports. FNSACC416 Set up and operate a computerised accounting system. VCOCAP102 Use tools, resources and equipment for vocational learning. |
| Statement of Attainment in Taxation and Law – Apply Legal Principles in Contract and Consumer Law | 900-80895 | FNSTPB503 Apply legal principles in contract and consumer law. |
| Statement of Attainment in Taxation Law – Prepare and Administer Tax Documentation | 900-80892 | FNSACC601 Prepare and administer tax documentation for legal entities. |
| Statement of Attainment in Taxation and Law – Apply Legal Principles in Corporations and Trust Law | 900-80896 | FNSTPB504 Apply legal principles in corporations and trust law. |
| Statement of Attainment in Taxation and Law – Prepare Tax Documents for Individuals | 900-80891 | FNSACC512 Prepare tax documentation for individuals. |
| Statement of Attainment in Taxation Law – Apply Legal Principles in Property Law | 900-80897 | FNSTPB505 Apply legal principles in property law. |
| Statement of Attainment in Taxation and Law – Implement Tax Plans and Evaluate Tax Obligations | 900-80893 | FNSACC603 Implement tax plans and evaluate tax obligations. |
| Statement of Attainment in Taxation and Law – Monitor Corporate Governance Activities | 900-80894 | FNSACC624 Monitor corporate governance activities. |
| Commercial and Corporations Law for Financial Planners FASEA bridging course | MHE20529CL | FPLAW501A_Z Commercial and Corporations Law for Financial Planners. |
| Commercial Law for Tax (Financial) Advisers | MHE20531CL | ACBUS201A_Z Commercial Law I, ACBUS202A_Z Commercial Law II. |

| Short Courses (Accredited Training) | Code | Included Units of Study |
|---|---|---|
| Commercial Law for Tax Agents | MHE20532CL | ACBUS201A_Z Commercial Law I.<br>ACBUS202A_Z Commercial Law II.<br>ACACT301A-Z Corporation and Trust Law. |
| Tax Law for Tax Agents and Tax (Financial) Advisers | MHE20532TL | ACBUS203A_Z Income Tax Law.<br>ACBUS301A_Z Applied Income Tax. |
| Financial Accounting Theory and Audit | MHE20532FA | ACACT304A_Z Audit and Assurance in Practice.<br>ACAT302_Z Advanced Financial Accounting.<br>ACAT305A_Z Contemporary Accounting Concepts.<br>ACACT203A_Z Financial Accounting. |
| Business Finance | MHE20532BF | ACBUS204A_Z Business Finance. |
| Contemporary Accounting Concepts | MHE20532AC | ACAT305A_Z Contemporary Accounting Concepts. |
| Statement of Attainment in how to use MYOB (1) | 900-81712 | BSBFIA302 Process Payroll.<br>FNSACC416 Set up and operate a computerised accounting system. |

| Short Courses (Non Accredited) | Hours | Course Description |
|---|---|---|
| Introduction to Cloud Accounting using Xero | Online 15-20 hours | The Introduction to Cloud Accounting using Xero will teach you the basics of Xero, one of the leading cloud-based systems that small businesses, accountants and bookkeepers use both locally and across the world. This course will teach you how to collaborate easily, automate tasks and access client records any time, as well as:<br><br>• how to set up a live Xero business on the cloud<br>• how to set up contacts and the chart of accounts for a business<br>• how to raise sales invoices and process money coming into the business bank account<br>• how to add inventory items<br>• how to raise purchase bills and process money going out of the business bank account |
| Introduction to Payroll using Xero | Online 15-20 hours | The Introduction to Payroll using Xero will teach you everything you need to manage complex payroll systems in Xero, including the Single Touch Payroll function, enabling you to report payroll information to the ATO effortlessly on each pay run. You'll also learn how to:<br><br>• manage organisational settings<br>• manage payroll settings<br>• set employee grades and pay rates<br>• compile reports and reconcile payroll |

Visit our website for more short courses.

Disclaimer: Please check to ensure that courses are currently being offered at your preferred TAFE NSW location. Course delivery and duration may also vary between TAFE NSW locations, so please confirm before enrolling. Fee free eligibility may apply.

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## How you can grow your career

When you study with TAFE NSW, there are any number of courses that lead to an even greater number of career opportunities. However, before you can earn certain qualifications, you may have to complete some pre-requisite courses. Below are some examples of career progression pathways you could follow.

**TVET (school)**

Certificate III in
**Accounts Administration**
(FNS30317)* Ⓣ Ⓘ Ⓢ

Certificate III in
**Financial Services**
(FNS30120)* Ⓣ Ⓢ

**Enter directly at any point**

Certificate IV in
**Accounting and Bookkeeping**
(FNS40217)* Ⓣ Ⓢ

Certificate IV in
**Finance and Mortgage Broking**
(FNS40820) Ⓣ Ⓢ

Certificate IV in
**Financial Services**
(FNS41820) Ⓣ Ⓢ

Certificate IV in
**Banking Services**
(FNS42020)* Ⓣ Ⓢ

**Conditional entry**

Diploma of
**Accounting**
(FNS50217)* Ⓢ

Diploma of
**Finance and Mortgage Broking Management**
(FNS50320)

Advanced Diploma of
**Accounting**
(FNS60217)* Ⓢ

Diploma of
**Applied Commerce**
(HE20515)

Bachelor of
**Applied Commerce (Financial Planning major)**
(HE20531)

Bachelor of
**Applied Commerce (Accounting major)**
(HE20532)

Bachelor of
**Applied Commerce (Accounting and Financial Planning)** (HE20535)

Graduate Certificate in
**Financial Planning**
(HE20529)

Graduate Diploma in
**Financial Planning**
(HE20530)

Pathways to higher education include TAFE NSW degrees as well as other discipline related pathways with university partners to degrees. Additional information about articulation and credit transfer agreement can be located on the TAFE NSW Credit transfer website and the specific partner website.

Ⓣ Traineeship and School Based Traineeship
Ⓘ Industry Curriculum Framework
Ⓢ Smart and Skilled
Ⓢ Smart and Skilled Targeted Priority

## For more information contact 131 601