



## Accounting and Finance

If you are looking for a dynamic, rewarding career, then the finance industry just might be calling you. The diverse job roles across the finance sector allows you to cater to your interests and strengths. You can work locally or take your career global confident in an industry that will continue to grow. Expertise in accounting and finance is essential for both business and personal success. TAFE NSW offers a wide variety of courses in this sector, providing you with the skills and knowledge to be job ready.



### Job opportunities <sup>1</sup>

The financial services industry employs over 800,000 people, making up over 6% of employment across the Australian economy.



### Annual growth <sup>2</sup>

The projected employment growth requires an additional 28,000 workers with 5.9% growth over the next five years to 2025.



### 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, 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	Duration
Certificate III in Financial Services	FNS30120	18 weeks – 1 year
Certificate III in Accounts Administration	FNS30317	18 – 36 weeks
Certificate IV in Accounting and Bookkeeping	FNS40217	18 weeks – 18 months
Certificate IV in Finance and Mortgage Broking	FNS40820	18 weeks
Certificate IV in Financial Services	FNS41820	18 months
Certificate IV in Banking Services	FNS42020	18 weeks
Diploma of Accounting	FNS50217	36 weeks
Advanced Diploma of Accounting	FNS60217	2 years

Course	Code	Duration
Diploma of Applied Commerce	HE20515	1-2 years
Bachelor of Applied Commerce (Financial Planning major)	HE20531	3-6 years
Bachelor of Applied Commerce (Accounting major)	HE20532	3-6 years
Bachelor of Applied Commerce (Accounting and Financial Planning majors)	HE20535	4-8 years
Graduate Certificate in Financial Planning (Professional Practice)	HE20529	1 year
Graduate Diploma of Financial Planning	HE20530	1-2 years

### 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](http://tafensw.edu.au/enrol/fees).

<sup>1</sup> Source: nationalindustryinsights.aisc.net.au/industries/financial-services. <sup>2</sup> Source: [lmp.gov.au/default.aspx?LMIP/GainInsights/IndustryInformation/FinancialandInsuranceServices](http://lmp.gov.au/default.aspx?LMIP/GainInsights/IndustryInformation/FinancialandInsuranceServices).

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. Correct at time of publication (December 2021). RTO 90003 | CRICOS 00591E | HEP PRV12049

# Accounting and Finance

## 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	Duration	Included Units of Study
Statement of Attainment in Introduction to Accounting	SG00006044 900-80300	12 weeks	FNSACC311 Process financial transactions and extract interim reports, FNSACC312 Administer subsidiary accounts and ledgers
Statement of Attainment in Computing Skills	900-81098	6-14 weeks	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	8 weeks	BSBCUS401 Coordinate implementation of customer service strategies, BSBCUS403 Implement customer service standards
Statement of Attainment in BAS Agent Registration Skill Set	FNSSS00004	18-26 weeks	FNSTPB402 Establish and maintain payroll systems, FNSTPB401 Complete business activity and instalment activity statements
Statement of Attainment in Bookkeeping	900-82048	17 weeks	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	12-26 weeks	FNSTPB503 Apply legal principles in contract and consumer law
Statement of Attainment in Taxation Law – Prepare and Administer Tax Documentation	900-80892	9-26 weeks	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	26 weeks	FNSTPB504 Apply legal principles in corporations and trust law
Statement of Attainment in Taxation and Law – Prepare Tax Documents for Individuals	900-80891	18 – 26 weeks	FNSACC512 Prepare tax documentation for individuals
Statement of Attainment in Taxation Law – Apply Legal Principles in Property Law	900-80897	26 weeks	FNSTPB505 Apply legal principles in property law
Statement of Attainment in Taxation and Law – Implement Tax Plans and Evaluate Tax Obligations	900-80893	26 weeks	FNSACC603 Implement tax plans and evaluate tax obligations
Statement of Attainment in Taxation and Law – Monitor Corporate Governance Activities	900-80894	26 weeks	FNSACC624 Monitor corporate governance activities
Commercial and Corporations Law for Financial Planners FASEA bridging course	MHE20529CL	16 weeks	FPLAW501A_Z Commercial and Corporations Law for Financial Planners
Commercial Law for Tax (Financial) Advisers	MHE20531CL	1 year	ACBUS201A_Z Commercial Law I, ACBUS202A_Z Commercial Law II

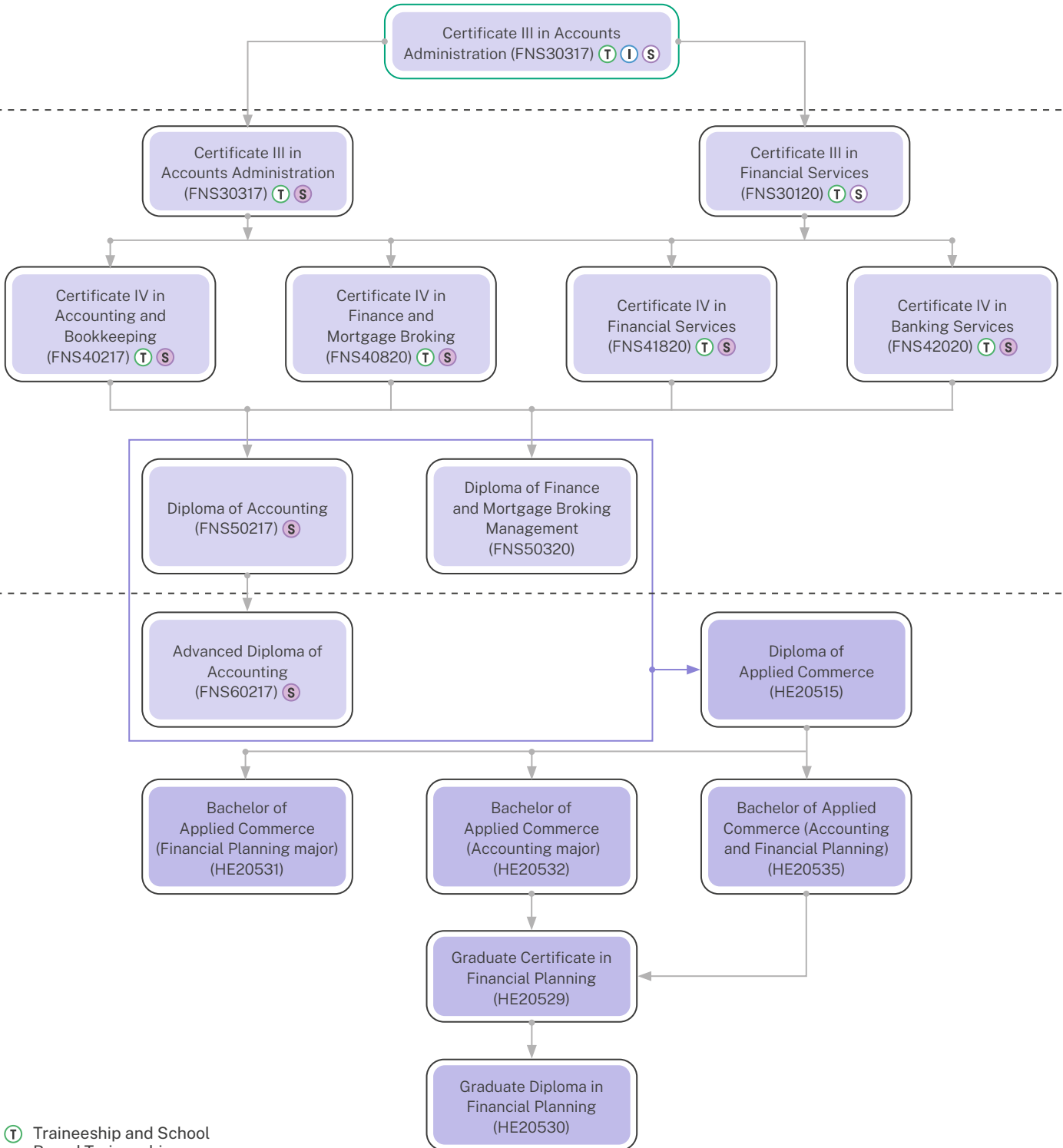
Short Courses (Accredited Training)	Code	Duration	Included Units of Study
Commercial Law for Tax Agents	MHE20532CL	1.5 years	ACBUS201A_Z Commercial Law I, ACBUS202A_Z Commercial Law II, ACACT301A-Z Corporation and Trust Law
Tax Law for Tax Agents and Tax (Financial) Advisers	MHE20532TL	1 year	ACBUS203A_Z Income Tax Law, ACBUS301A_Z Applied Income Tax
Financial Accounting Theory and Audit	MHE20532FA	1.5 years	ACACT304A_Z Audit and Assurance in Practice, ACAT302_Z Advanced Financial Accounting, ACAT305A_Z Contemporary Accounting Concepts, ACACT203A_Z Financial Accounting
Business Finance	MHE20532BF	15 weeks	ACBUS204A_Z Business Finance
Contemporary Accounting Concepts	MHE20532AC	15 weeks	ACAT305A_Z Contemporary Accounting Concepts
Statement of Attainment in how to use MYOB (1)	900-81712	26 weeks	BSBFIA302 Process Payroll, 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	<p>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:</p> <ul style="list-style-type: none"> <li>how to set up a live Xero business on the cloud</li> <li>how to set up contacts and the chart of accounts for a business</li> <li>how to raise sales invoices and process money coming into the business bank account</li> <li>how to add inventory items</li> <li>how to raise purchase bills and process money going out of the business bank account</li> </ul>
Introduction to Payroll using Xero	Online 15-20 hours	<p>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:</p> <ul style="list-style-type: none"> <li>manage organisational settings</li> <li>manage payroll settings</li> <li>set employee grades and pay rates</li> <li>compile reports and reconcile payroll</li> </ul>

[Visit our website for more short courses.](#)

## 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)

Enter directly at any point

Conditional entry

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

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.

**For more information contact 131 601**