<table>
<thead>
<tr>
<th>COURSE</th>
<th>ACCOUNTING &amp; BOOKKEEPING</th>
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<tbody>
<tr>
<td><strong>POTENTIAL JOBS</strong></td>
<td>• Accounts Assistant</td>
<td>• Accounts Clerk</td>
<td>• Bookkeeper</td>
<td>• Assistant Accountant</td>
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<td></td>
<td>• Office Assistant</td>
<td>• Accounts Officer</td>
<td>• Payroll Manager</td>
<td>• Tax Agent</td>
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<td></td>
<td>• Payroll Junior</td>
<td>• Accounts Assistant</td>
<td>• Accounts Supervisor</td>
<td>• Accounts Manager</td>
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<td></td>
<td></td>
<td>• Bookkeeper</td>
<td></td>
<td>• Business Analyst</td>
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<tr>
<td><strong>DIRECTION</strong></td>
<td>Start to understand accounts administration and customer service for financial services, leading to further study or entry-level roles.</td>
<td>Put your love of numbers and attention to detail to use as you develop practical skills in accounting and book-keeping.</td>
<td>Progress your financial services career by extending your financial services knowledge and management skills, including preparation of taxation documents.</td>
<td>Consolidate your workplace experience and expertise to inform a business’s financial control and contribute to business change.</td>
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<td><strong>KEY TOPICS</strong></td>
<td>• Process accounts, payroll &amp; customer financial transactions • Administer subsidiary accounts &amp; ledgers • Design &amp; produce business documents • Produce financial reports</td>
<td>• Use essential industry tools &amp; programs, including cloud-based • Prepare Business Activity &amp; Installment Activity Statements • Prepare financial reports &amp; statements • Maintain payroll systems</td>
<td>• Manage budgets &amp; forecasts • Prepare tax documentation &amp; reports • Implement &amp; maintain internal control procedures • Provide management accounting information</td>
<td>• Develop &amp; manage financial systems • Interpret and use financial statistics &amp; tools • Monitor corporate governance activities • Apply economic principles</td>
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<td><strong>DURATION</strong></td>
<td>Online: 2 semesters (52 weeks)</td>
<td>Campus Full-time: 1 semester (18 weeks)</td>
<td>Campus Full-time: 1 semester (16 weeks)</td>
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<td>Campus Part-time: 2 semesters (32 weeks)</td>
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<td>Online: 3 semesters (18 months)</td>
<td>Online: 4 semesters (2 years)</td>
<td>Online: 4 semesters (2 years)</td>
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<td><strong>CLASS TIME</strong></td>
<td>Online: Enquire for more details</td>
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<tr>
<td><strong>STUDY TIME</strong></td>
<td>Depending on previous study/experience</td>
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<tr>
<td><strong>LOCATION</strong></td>
<td>Online</td>
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<td>Offered at many more locations across NSW – visit our website.</td>
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<tr>
<td><strong>COSTS</strong></td>
<td>$1,320 (If first qualification) $1,580 (If subsequent qualification) $240 (Concession fee) $1,000 (Traineeship) $5,580 (Full fee) Final course fees depend on your eligibility for subsidies, concessions and exemptions.</td>
<td>$1,980 (If first qualification) $2,310 (If subsequent qualification) $240 (Concession fee) $1,000 (Traineeship) $7,230 (Full fee) Final course fees depend on your eligibility for subsidies, concessions and exemptions.</td>
<td>$2,530 (If first qualification) $2,850 (If subsequent qualification) $7,450 (Full fee) VET Student Loans available.</td>
<td>$2,580 (If first qualification) $2,910 (If subsequent qualification) $9,330 (Full fee) VET Student Loans available.</td>
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Visit www.tafensw.edu.au for more course options and locations

Correct at the time of release. RTO 90003
## I WANT...
- to gain an entry level job in financial services
- to see if financial services is the right career for me
- to learn about basic transactions and business documents
- to be able to do basic accounts tasks with supervision
- to work in a business or work for myself as a contract bookkeeper
- to learn software and systems in order to produce reports and statements
- to participate in team work with minimal guidance
- to take on more senior roles where I am involved in decision-making conversations
- to enhance my skills to a level where I can manage finances and budgets
- to develop skills to take on a supervisory role with a team
- to master my financial literacy and help lead financial decisions in a business
- to take on increased responsibility and display initiative and judgement
- to lead, manage and nurture teams successfully
- to become a registered BAS Agent
- to become a registered BAS Agent and/or Registered Tax Agent
- to take on more senior roles where I am involved in decision-making conversations
- to enhance my skills to a level where I can manage finances and budgets
- to develop skills to take on a supervisory role with a team
- to master my financial literacy and help lead financial decisions in a business
- to take on increased responsibility and display initiative and judgement
- to lead, manage and nurture teams successfully

## I CAN...
- pay attention to detail and produce quality work
- clarify instructions and work independently
- add, subtract and divide numbers and be methodical in solving problems
- confidently use Microsoft Office (including formulas and charts) in a work environment
- work independently on accounts tasks with minimal supervision
- communicate effectively with others in order to achieve business outcomes
- calculate GST and interest (simple/compound) & conduct basic online research
- confidently use Microsoft Office (including formulas and charts) in a work environment
- manage multiple tasks and activities simultaneously
- take on responsibility for gathering information to support business decisions
- calculate GST and interest, conduct online research and produce business documents
- use computerised accounting systems to meet internal/external client needs
- follow complex processes and prioritise competing deadlines to support outcomes
- lead and support wider business activities to achieve high-level outcomes
- understand and apply personal taxation requirements to meet business needs
- use computerised accounting systems and Excel to analyse data to meet client needs

## I HAVE...
- no experience or knowledge of accounting and bookkeeping
- completed Year 12 (HSC) or equivalent (recommended)
- Certificate IV in Accounting & Bookkeeping or equivalent (required) **OR** Accounting Principles Skills Set
- Diploma of Accounting or equivalent (required) **OR** Accounting Principles Skills Set AND Advanced Accounting Principles Skills Set

## I WILL...
- prioritise my study outside of class
- maintain confidentiality when dealing with financial details

## I CHOOSE...
- CERTIFICATE III
- OR
- CERTIFICATE IV
- OR
- DIPLOMA
- OR
- ADVANCED DIPLOMA

**BECAUSE:**

Visit [www.tafensw.edu.au](http://www.tafensw.edu.au) or call 131 601

If you have any feedback about this TRIAL document please contact CXteam@tafensw.edu.au