

COURSE CODE

FNS30317

COURSE

## Certificate III in Accounts Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

### WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate III in Accounts Administration

National Course Code: FNS30317 | TAFE NSW Code: FNS30317-01V01-19GRV-337

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	Enquire Now
Hours Per Week	6
Duration	1 Year
Delivery Locations	Liverpool - Traineeship Only
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,320.00            Second Qualification: \$1,580.00            Traineeship: \$1,000.00            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,580.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government</p>

## Course Description

This qualification reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Licensing/Regulatory Information:

No licensing or certification requirements apply to this qualification at the time of publication. However, some units may specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to FNS Financial Services Training Package Companion Volume Implementation Guide for guidance on requirements.

## Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no entry requirements for this qualification

### ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any

additional requirements. If this section is empty, there are no additional requirements for this course.

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to [www.tafensw.edu.au/infofest](http://www.tafensw.edu.au/infofest). Can't attend the Information Session? [Enquire Online](#) or call 131601. Traineeships are offered at various locations: Blacktown, The Hills, Nepean, Granville, Bankstown, Liverpool, Campbelltown, Wetherill Park, and Workbased.

A teacher from the local college and teaching section will be in contact with you ASAP.

When you enrol, you MUST bring with you your Training Contract (Training Plan Proposal) from your Apprentice Network Provider (Australian Apprenticeship Centre) plus any documentation of previous study.

Alternatively, please contact us 13 7974 for further information.

This is a part time day face to face offering or could be undertaken solely in the workplace - including theory and practical components. As well as the in-class component, you should expect to do approximately 2 hours of additional study each week including online learning, independent study and assessment preparation outside of class hours.

You will also complete 300 hours of workplace experience over the period of your Traineeship. During this on-the-job learning, you will put the skills learned at TAFE into a live environment providing a hands-on approach to honing your skills for particular jobs, roles and functions within your workplace organisation.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## Attendance

Trainees are flexible delivery, and start dates depend on your individual circumstances. Delivery schedule will be individual for each trainee

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

This is a Registration of Interest Offering Only.

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay

depends on the type of course you study, and on your personal circumstances. An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to the first date of the course, this initial payment is non-refundable. Please contact us on 13 79 74 for further information.

Please click on the Smart and Skilled link

[http://www.training.nsw.gov.au/smartandskilled/prices\\_fees.html](http://www.training.nsw.gov.au/smartandskilled/prices_fees.html) to work out what you will pay for this course based on your personal circumstances. Depending on your personal circumstances, you may be eligible for a fee discount or fee exemption.

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## How to Enrol

Enrolments will open from 4 November 2019 for our February 2020 intake.

To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours\* to chat with a member of our friendly customer service team.

\*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information.

If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

## Units

BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
FNSACC304	Conduct business activities using a computerised accounting system
FNSACC311	Process financial transactions and extract interim reports
BSBFIA302	Process payroll
BSBFIA401	Prepare financial reports
BSBWOR203	Work effectively with others
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
FNSINC301	Work effectively in the financial services industry

# Career Opportunities

Accounts clerk