

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: FNS30317-01V01-19HIL-219

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	Enquire Now
Hours Per Week	18
Duration	1 Semester
Delivery Locations	The Hills, Traineeship Only
Course Fees	<p>Subsidised Prices First Qualification: \$0.00 Second Qualification: \$0.00 Traineeship: \$0.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$0.00</p> <p>Non-subsidised Prices Full Fee: \$5,580.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government Non Government Subsidised

Course Description

The Certificate III in Accounts Administration will help you start your career as an accounts assistant. Gain a strong foundational knowledge in accounts and be qualified to support your team using software, spreadsheets, reports, and other financial documents.

LEARN NEW SKILLS

Through theoretical and practical course work, you will learn to:

- Administer subsidiary accounts and ledgers
- Perform financial calculations and maintain spreadsheets
- Work effectively in the financial services industry
- Design and produce business documents
- Use industry tools, techniques and software

DEVELOP YOUR TALENT

Develop the skills that will help you get ahead in this career:

- Enjoy working with numbers
- Interpersonal skills to work with your team and provide great services to clients

- Keen eye for detail
- Problem solving skills

ACHIEVE YOUR GOALS

Completing this course will provide you with:

- Nationally recognised qualification
- Strong foundation to work confidently in the industry
- The right path to growing your career fast

GROW YOUR CAREER

Continue your studies and gain the skills that will more senior roles:

- Certificate IV in Accounting
- Diploma of Accounting
- Advanced Diploma of Accounting

Career outcomes and job roles:

- Accounts assistant
- Office assistant
- Payroll junior

INDUSTRY DEMAND

Technology is changing the role of administrators and this course provides the industry-relevant knowledge and skills to work effectively in an evolving space.

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.

TRAINING PACKAGE REQUIREMENTS

There are no Training Package entry requirements for this qualification.

TAFE NSW REQUIREMENTS

There are no TAFE NSW entry requirements for this qualification.

LICENSING REQUIREMENTS

No licensing, legislative or certification requirements apply to this qualification.

BE PREPARED

To be prepared for this course, it is recommended that you have:

- An interest and aptitude in working with numbers
- Basic computer skills
- Willingness to develop workplace communication skills

If you need support in preparation for study, contact us about your options.

With 130 locations across the state, TAFE NSW tailors qualifications to the needs of local students and specific cohorts (like apprentices, trainees, fast-tracked students and online students). This means you will also need to meet any entry requirements listed below.

To be enrolled in this offering, you need to be:

- A trainee (you will work in industry and study at the same time)
- Employed full time or part time (traineeships will be longer if you are employed part-time)

- Signed-up with an Apprentice Network Provider and have a Training Plan Proposal

You are expected to have a Language, Literacy and Numeracy (LLN) level at ACSF Level 3 when commencing the course. This will be assessed as part of the enrolment process. TAFE NSW will provide support for your LLN needs based on this assessment.

Progress through the course is monitored against your training plan so that any issues are identified and rectified in a timely manner.

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

Information Sessions and more about the course

STUDY COMMITMENT

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.

GET PREPARED FOR SUCCESS

TAFE NSW provides a range of services to ensure a supported and successful learning environment for all students. Detailed information on support services is available at [Student Services](#).

The following additional support is also available to you:

- LLN support
- Disabilities Services
- Aboriginal and Torres Strait Islander Support
- Childcare facilities
- LinkedIn Learning
- Library resources
- Studiosity ? online access to a real life tutor

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?](#)

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The fee category that will apply to you depends on your eligibility and your individual circumstances.

Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit

<https://smartandskilled.nsw.gov.au/are-you-eligible>

PAYMENT OPTIONS AND ASSISTANCE

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/payment-funding>

ADDITIONAL RESOURCES

You will need the following resources:

Stationery such as, but not limited to;

- Scientific calculator
- Pens, highlighters and markers
- A4 ruled notepad
- Portable USB device

More information will be provided in class.

RECOGNITION

Learners are able to have their competency from prior learning and work experience recognised in this qualification through the following arrangements.

- Evidence of completing formal training
- Work experience: on the job experience and informal training
- Life experience: community group involvement, family activities, sports, hobbies, leisure activities, unpaid work, organising events, and/or travel.

Recognition will be assessed on an individual basis and may be granted when a portfolio of evidence is assessed in accordance with TAFE NSW Recognition Policy and Procedure and the learner is deemed competent for the unit/s of competency for which the application applies. Alternatively, the learner may nominate to undertake a challenge assessment and be awarded competent.

Find out more about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

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

Semester two starts July 2020. Enquire now to be notified when enrolments open.

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

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

Career Opportunities

Accounts clerk