

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: FNS30317-01V01-19LVP-312

Qualification Level	Certificate III
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	15
Duration	1 Semester
Delivery Locations	Liverpool College
Course Fees	Enquire
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

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

There are no entry requirements for this qualification

Attendance

Proposed attendance: Mondays, Wednesdays and Fridays for 5 hours each day, 15 hours per week for 18 weeks (1 Semester)

Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

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 7974 for further information.

Please note that apart from the course fee that applies to this course students will be required to purchase text books for some / all of the units in addition to the course fee for this course. The course co-ordinator will be able to provide you with this information after your enrolment has been approved.

Please click on the Smart and Skilled link

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.

How to Enrol

Enrolments will open from 14 October 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

FNSACM301	Administer financial accounts
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBITU304	Produce spreadsheets
FNSACC304	Conduct business activities using a computerised accounting system
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations

FNSINC301	Work effectively in the financial services industry
BSBFIA302	Process payroll
BSBWOR301	Organise personal work priorities and development

Career Opportunities

Accounts clerk