

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: FNS30317-01V01-19WLG-023

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	10
Duration	18 Weeks
Delivery Locations	Wollongong
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$0.00            Second Qualification: \$0.00            Traineeship: \$0.00            Concession: \$0.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,460.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government            Non Government Subsidised</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. Students will be expected to spend approximately 8 to 10 hours per week outside the classroom on directed activities and self-directed learning, engaging in a range of activities to support the supervised learning, eg independent study, research, preparation of assessment tasks, learning support, online learning.

Entry requirements: students have technology skills to access and navigate the internet and be able to create, open and save electronic files.

You need to complete 11 units, 7 core and 4 electives which have been pre-selected.

Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

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

Attendance is Thursday and Friday 9.30am to 3.00pm in block T, ground floor, room 7.

## 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 training is subsidised by the NSW Government, and as a result your fee is determined through Training Services NSW formal eligibility criteria. This criteria will determine your exact fee. Students who meet additional specified criteria, may be eligible for a concession fee or a fee exemption. In claiming the concession or exemption students will be required to supply the required evidence to support the claim

in accord with the requirements of Smart and Skilled eligibility.

Payment Plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

To activate your eligibility you must pay the student fee component PRIOR to commencement of the learning activity.

### 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
BSBRKG303	Retrieve information from records
FNSINC301	Work effectively in the financial services industry
BSBWRT301	Write simple documents
FNSACM301	Administer financial accounts
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC304	Conduct business activities using a computerised accounting system
BSBITU305	Conduct online transactions
BSBITU306	Design and produce business documents
FNSACC313	Perform financial calculations
FNSACC311	Process financial transactions and extract interim reports

## Career Opportunities

Accounts clerk  
Information as of 21 Oct 2019