

COURSE CODE

FNS50217

COURSE

Diploma of Accounting

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.

# Diploma of Accounting

National Course Code: FNS50217 | TAFE NSW Code: FNS50217-01V02-20LVP-377

Qualification Level	Diploma
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	26
Duration	18 Weeks
Delivery Locations	Liverpool
Course Fees	<b>Subsidised Prices</b> First Qualification: \$2,530.00 Second Qualification: \$2,850.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government VET Student Loans Available

## Course Description

The nationally accredited Diploma of Accounting is designed to take your accounting career further in the Financial Services sector - the second largest industry for employment in Australia and growing fast. Learn how to manage complex budgets and managerial financial reports, and open your job search up to roles like assistant accountant or bookkeeper.

### LEARN NEW SKILLS

Through course work, you will learn:

- Advanced skills in budget management and forecasting
- To prepare financial reports and taxation documentation
- How to implement internal control procedures
- To provide management accounting information

### DEVELOP YOUR TALENT

Develop the soft skills and attributes you need to get ahead in this field:

- Attention to detail
- Customer service
- Organisational skills

### ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally recognised Diploma
- Eligibility to be recognised as a Registered Tax Agent with the Tax Practitioners Board
- Articulation pathways into a degree

A Diploma in Accounting will prepare you for many finance roles:

- Bookkeeper
- Payroll manager
- Assistant accountant
- Accounts supervisor

## **GROW YOUR CAREER**

Deepen your accounting knowledge and practice with the Accounting vertical pathway:

- Advanced Diploma of Accounting

Continue your education with degree level qualifications:

- Bachelor of Applied Commerce with TAFE NSW Degrees
- Bachelor of Business

## **INDUSTRY DEMAND**

Employment in the financial and insurance services industry is expected to grow by 13.7%, faster than other Australian industries.

The NSW Government identified the Diploma of Accounting as key to addressing skill shortages in bookkeeping. As it is a Targeted Priority, you may be eligible for a subsidised fee.

Qualifications from a trusted training provider like TAFE NSW are key to skilling the Financial Services workforce of tomorrow.

# **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**

To be eligible for this qualification, you will need to provide evidence of completion of one of the following:

- Accounting Principles Skillset
- Certificate IV in Accounting or equivalent
- Certificate IV in Bookkeeping or equivalent

## **TAFE NSW REQUIREMENTS**

There are no TAFE NSW entry requirements for this qualification.

## **LICENSING REQUIREMENTS**

Some units in this qualification meet the Tax Practitioners Board (TPB) education requirements. This means you can register as a TAX Agent or Advisor under Australian Taxation law, or as a Tax Agent under Commercial Law. If meeting the TPB requirements is your goal, please check with your campus before you enrol to ensure your campus delivers the units you need.

## **WORK PLACEMENT**

There is no work placement requirement for this qualification.

## **BE PREPARED**

To be prepared for this course, it is recommended that you have knowledge and experience in:

- Preparing financial reports
- Processing financial transactions
- Business Activity Statements (BAS)
- Payroll systems

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

To be enrolled in this course, you must have completed one of the following qualifications:

- FNS40615 Certificate IV in Accounting
- FNS40215 Certificate IV in Bookkeeping
- FNS40217 Certificate IV in Accounting & Bookkeeping, or at least the CORE units
- or completion of FNSSS00014 Accounting Principles skillset

To successfully complete this course, you will need:

- to attend all lessons which is FOUR days a week for 18 weeks - If this is difficult for you, then please speak to us about a part time program over 12 months.
- access to a computer at home and internet
- to be able to commit to additional work outside class time and be able to communicate efficiently with staff and students

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

### INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, please attend an information session on:

Date: Wednesday 11th December 2019

Time: 10:00am to 12:00pm

Location: TAFE NSW Liverpool, Building K, Level 1, Room 20

Or

Date: Wednesday 22nd January 2020

Time: 10:00am to 12:00pm or 6:00pm to 7:00pm

Location: TAFE NSW Liverpool, Building K, Level 1, Room 20

### STUDY COMMITMENT

This is a full time, face to face delivery course. You will need to attend approximately 18 hours of class, over 4 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 8 hours of other study per week.

You may also be required to complete approximately 5 hours of additional study each week outside of class hours, including research for projects, homework and practice activities.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- wish to gain the skills to work as a bookkeeper, manage an office, work as a tax agent or further your skills at university. You will gain skills in preparing budgets, financial and management reports, preparation of tax documents and managing internal controls.

### SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

LLN specialist support (by arrangement) following RU Ready assessment, either in class supporting classroom teacher activity, scheduled group LLN sessions, or privately.

LLN specialists may also provide assistance in advising on the suitability of resources, assessment tools and feedback.

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

This course is currently scheduled on Monday and Friday 9:00am to 1:30pm, then Tuesday and Thursday 9:00am to 2:30pm. This timetable may change and will be confirmed by your teacher.

## 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.

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

### PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

**To complete your VET Student Loan application, you will need to provide:**

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

**To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:**

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it's important you know your [student obligations](#).

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. 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. Please contact 13 7974 for further information.

If you apply for a VET Student Loan you will need to have your Tax File Number (TFN) handy. If you do not have a TFN you can apply for one through most Australia Post outlets, and obtain a Certificate of Application for a TFN. Once you receive your TFN from the Australian Tax Office (ATO) you must contact your college so they can arrange for you to enter it into your VET Student Loan application.

### ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

Text books will be required for this course, your course co-ordinator will provide you with a list. These can be purchased or loaned from the library.

Find out more about [VET Student Loans](#)

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

### 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

FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities

FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
BSBITU402	Develop and use complex spreadsheets
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
FNSTPB503	Apply legal principles in contract and consumer law