



# Diploma of Accounting

## FNS50217

- Nationally Recognised Training
- This training is subsidised by the NSW Government
- VET Student Loans Available

|                             |                                |  |                                  |
|-----------------------------|--------------------------------|--|----------------------------------|
| <b>DURATION</b><br>27 Weeks | <b>ATTENDANCE</b><br>Part Time | <b>DELIVERY</b><br>Virtual classroom on campus | <b>START DATE</b><br>Enquire Now |
|-----------------------------|--------------------------------|--|----------------------------------|

**LOCATION**  
 Goulburn  
 Cnr Verner & View Streets, Goulburn

**STUDY COMMITMENT**  
 19 Hours Per Week

How much time on average each week you will need to commit to successfully complete this course.

Hours include class attendance/participation, directed study, and any required work placements.

You may also need to do additional hours of self-directed study.

### Studying with TAFE NSW


With over 25,000 industry connections\*, teachers experienced in the latest industry trends plus state-of-the-art facilities, it's easy to see why TAFE NSW is Australia's largest training provider. Want even more reasons to study with us?

\*TAFE NSW current employer database as of May 2017




**85.9%**  
**EMPLOYER SATISFACTION**

NSW EMPLOYERS ARE VERY SATISFIED WITH THE QUALITY OF THE NATIONALLY RECOGNISED TRAINING WE DELIVER\*



**83%**  
**GRADUATE SATISFACTION**

TAFE NSW ENJOYS A RATING WELL ABOVE THE NATIONAL AVERAGE FOR THE OVERALL QUALITY OF TRAINING#



**80%**  
**OF GROWTH AREAS COVERED**

WE OFFER TRAINING IN 80% OF THE OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OVER THE NEXT 5 YEARS^



**93%**  
**WOULD RECOMMEND TAFE NSW**

AS A TRAINING PROVIDER - NATIONAL VET AVERAGE 90%\*\*

Source: ^ employment.gov.au, # Graduate Satisfaction Survey - Undergraduate [Quality Indicators of Teaching and Learning (QILT) - Course Experience Questionnaire 2017-2018]. \* NCVET, Survey of Employers' Use and Views of the VET System, 2017. \*\* VET - NCVET Graduate Outcomes Survey 2018

## OVERVIEW

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.

### ENTRY REQUIREMENTS

To be eligible for this course, you will need to provide evidence that you have completed one of the following:

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

### IS THIS COURSE RIGHT FOR YOU?

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 help preparing for study, contact us about your options.

### LICENSING REQUIREMENTS

Work functions associated with this qualification are subject to regulatory requirements. Refer to the Australian Taxation Office (ATO) website for information on specific regulations: <https://www.ato.gov.au/>.

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 TPB registration is your goal, please check with your campus before enrolling to ensure it delivers the units you need.

### 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 will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, you need to be able to provide evidence that you have completed a Certificate IV in Accounting or Bookkeeping or its equivalent.

## OTHER COURSE INFORMATION

Discover the skills you need, for the job you want at a [TAFE NSW Information Session](#).

### INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

### STUDY COMMITMENT

This is a part time day, connected learning course. You will need to attend approximately 13 hours of class, over 2 days a week, for 27 weeks. As well as the in-class component, you will need to complete approximately 6 hours of other study per week.

You may also be required to complete approximately 3 hours of additional study each week outside of class hours, including revision, research, homework and preparation for assessments.

If you do not have access to a suitable learning environment at home you can attend your nearest TAFE library and connect to your class from there.

### IS THIS COURSE RIGHT FOR YOU?

This course is designed for people who want to work at a higher level in the accounting and finance industry. You could be employed in an accounting firm or in the accounting department of a large organisation at the completion of this course.

### SERVICES AND STUDY SUPPORT

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)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## ATTENDANCE

The way you learn may change during your enrolment to ensure the best learning experience or to keep you safe as COVID-19 restrictions change, and some of our face to face classes may change to online or virtual classroom learning. Also, to ensure that we keep you safe while studying, we may modify our face to face classes to meet physical distancing requirements and increased cleaning on campus. If work placement and the demonstration of practical skills are requirements of your course, there may be a modification or delay in the planned timeframe due to COVID-19 impacts. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Wednesday and Thursday from 9.00am to 3.30pm, connected delivery via Microsoft Teams. Participants can attend from home.

## FEE DETAILS

### SUBSIDISED PRICES

FIRST QUALIFICATION  
\$2,530.00

SUBSEQUENT QUALIFICATION  
\$2,850.00

### WHAT DO THESE PRICES MEAN?

#### First Qualification Fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Subsequent Qualification Fee

Applies to a student who already holds one or more post-school qualifications from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Apprenticeship Fee

Eligible apprentices are exempt from fees when undertaking an apprenticeship under the NSW Government's Fee Free Apprenticeship. For apprentices who are not eligible, apprenticeship qualification fees are capped at \$2,000.

For more information visit the [Fee Free Apprenticeships](#) page.

#### Traineeship Fee

Applies to a student undertaking a traineeship qualification under a traineeship pathway, with fees are capped at \$1,000.

For more information visit the [Apprenticeships and Traineeships](#) page.

#### Concession Fees

Applies to eligible disadvantaged students who receive a specified Commonwealth Government welfare benefit or allowance. Concession fees are discounted, with flat fees applied across a qualification level.

For more information on concessions and exemptions, visit the [Smart and Skilled Fee Exemption and Concessions](#) page on the Smart and Skilled website.

For more information on Smart and Skilled funding, visit the [Smart and Skilled](#) page.

### 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](#).

## ADDITIONAL RESOURCES

Further costs in addition to your student fees may be applicable for this qualification. These costs are to provide you with additional resources and/or Incidentals to support your learning. Electronic textbook access will be provided by TAFE NSW. Optional hardcopy textbooks may be purchased at a cost of approx \$460. Further information will be provided during your first class.

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

### **Enrolments for this course have now closed.**

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

## UNITS

| UNIT CODE | UNIT DESCRIPTION  |
|-----------|---|
| FNSACC517 | Provide management accounting information                   |
| FNSACC511 | Provide financial and business performance information      |
| FNSACC512 | Prepare tax documentation for individuals                   |
| FNSACC514 | Prepare financial reports for corporate entities            |
| FNSACC513 | Manage budgets and forecasts                                |
| FNSACC516 | Implement and maintain internal control procedures          |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry |
| BSBITU402 | Develop and use complex spreadsheets                        |
| FNSTPB503 | Apply legal principles in contract and consumer law         |
| FNSACC601 | Prepare and administer tax documentation for legal entities |
| BSBFIA401 | Prepare financial reports                                   |

## NEXT STEPS

Need more information? Call our customer support team on 131 601 or [submit an enquiry](#)