

CERTIFICATE III IN ACCOUNTS ADMINISTRATION



COURSE CODE:
FNS30317

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.

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QUALIFICATION

Certificate III in Accounts Administration

CAREER AREA

Accounting and Finance

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

TAFE NSW offers the Certificate III in Accounts Administration as either a traineeship or non-traineeship, so you can create the career you want.

Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

Traineeship

To be eligible for this course you must:

- Be in relevant employment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

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 help preparing for study, contact us about your options.

NATIONALLY RECOGNISED
TRAINING

- **Traineeship Allowed**
- **Blended, Full Time, Part Time, Part Time Day, Part Time Evening, PTD Connected**

CAREER OPPORTUNITIES**Accounts clerk****OVERVIEW**

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.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

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.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	1 Year	\$1,580.00	13
Bega	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Belmont	Full Time	Anytime	18 Weeks	\$1,580.00	29.5
Belmont	Part Time	Anytime	36 Weeks	\$1,580.00	14.8
Blacktown	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	20.1
Casino	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	28.9
Cooma	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Goulburn	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Grafton	Full Time	10 Feb 2021	18 Weeks	\$1,580.00	29.4

Hornsby	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.5
Inverell	Blended	Anytime	36 Weeks	\$1,580.00	14.7
Lismore	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	28.9
Macksville	Full Time	Anytime	18 Weeks	\$1,580.00	27.1
Meadowbank	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.5
Meadowbank	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	14.5
Moree	Blended	Anytime	36 Weeks	\$1,580.00	14.7
Moruya	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Moss Vale	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Nepean, Kingswood	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.4
Nepean, Kingswood	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	14.7
Northern Beaches	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.5
Nowra	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Port Macquarie	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.6
Queanbeyan	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
Shellharbour	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29
Shellharbour	PTD Connected	02 Feb 2021	36 Weeks	\$1,580.00	14
St George	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	23
St George	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	11.5
St George	Part Time Day	01 Feb 2021	36 Weeks	\$1,580.00	11.5
St Leonards	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.5
Sutherland, Gymea	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	23
Tamworth	Blended	Anytime	36 Weeks	\$1,580.00	14.7
Tamworth	Full Time	01 Feb 2021	19 Weeks	\$1,580.00	28.2
Tamworth	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	15.6
Ultimo	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	23
Ultimo	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	11.5
Ultimo	Part Time Day	01 Feb 2021	36 Weeks	\$1,580.00	11.5
Western NSW multiple locations: Connected	Blended	Anytime	36 Weeks	\$1,580.00	10.5

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