



Course Description:

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisation in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Course Outcome:

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts and environments. They apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources in relation to a variety of tasks. They may provide guidance to others with some limited responsibility for the output of others. This qualification is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper for organizations and who perform duties such as:

- establishing and maintaining accounting systems
- assisting with Business Activity Statements and other office taxes
- payroll
- developing management systems for organization

Entry Requirement:

- Year 12 (HSC)
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL center.
- Student who do not meet the English requirement as above must sit for an LLN Test.
- At least 18 years or above

For Packaging courses, student cannot progress to the higher Qualification unless the student successfully Completed lower Qualification.

Assessment Method:

Assessments may include short written knowledge tests, discussions and oral communication demonstrations, case study exercises, written reports, web-based research and reports, final projects and final written exams. To perform at your best, you will probably need to work on the assessments outside of class time.

Recognition of Prior Learning (RPL):

Students who have completed relevant studies or have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application for RPL can be made with the initial application or can be made within two weeks of the course commencement using the RPL Application Form and by providing supporting documents. Please note that RPL cannot result in an international student having less than a full-time load of study (20 hours per week) but can reduce the overall duration of the course and fees. See our Student Handbook for more information.,

Course Credit

If a Student has an Australian VET qualification and the units match exactly with the units delivered, the Student will be granted a Direct Credit Transfer. Marketing and student services staff will manage this process following Student Credit Transfer and Recognition of Prior Learning policy and procedure. This sets out how the process is administered and the adjustment to course duration and course fees.

Course Credit

52 weeks (40 Academic weeks + 12Weeks Holidays)

Study Mode

14 Hours Face to Face and 6 Hours Online

Delivery Location

Level 2, 17-21 Macquarie St Parramatta NSW 2150, Level 1, 303 Pitt St, Sydney 2000, NSW, 9 Searcy St, Darwin City, NT, 0800

Core Units

BSBFIA401	Prepare financial reports
BSBITU422	Use digital technologies to collaborate in the workplace
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems1

Elective Units

BSBWHS401	Implement and monitor WHS policies, procedures, and programs to meet legislative requirements
BSBFIA412	Report on Financial Activity
BSBITU402	Develop and Use Complex Spreadsheets
BSBITU306	Design and produce business documents

National Link

<https://training.gov.au/Training/Details/FNS40217>

Contact Information

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