

# Diploma of Accounting

COURSE CODE	FNS50217
LOCATIONS	Warrnambool
STUDY MODE	Full-time, On Campus
Length	12 months
Commencement	February 2020
Timetable	2 evenings a week: 6pm - 9pm Plus 10 Saturday workshops throughout the year

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Improve your career prospects in your current accounting role, prepare for further studies or build on your existing accounting skills and maximise your employment opportunities in this field by completing specialist courses in tax, budgeting and financial performance and reporting.

By successfully completing SWTAFE's vocational education qualifications in accounting you can meet the primary educational requirements for registered tax agent and BAS services set by the National Tax Practitioners Board.

On successful completion of the diploma, graduates meet the minimum educational requirements for registered tax agent and BAS services set by the national Tax Practitioners Board under the Tax Agent Services Act (2009).

### What will I Learn?

The Diploma of Accounting teaches you the skills and knowledge required for different jobs within the financial services industry in Australia.

This includes:

- tax
- budgets and forecasts
- financial performance
- financial reports
- BAS statements
- payroll system

### Course Outcomes and Career Opportunities

- BAS Agents
- Accounts Assistants
- Payroll Assistants
- Bookkeeper
- Registered
- Tax Agent
- Accounting Clerks
- Payroll Officers
- Junior accountant

Other conditions apply including a designated period of experience. Graduates seeking Tax agent and BAS agent registration should check current registration requirements with the Board as this is regularly reviewed.

## Pathways

This course may offer a pathway to further study at a bachelor level in the finance and accounting field.

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Entrance requirements & pre-requisites

Prior to being eligible to enrol into FNS50217 Diploma of Accounting, you must provide evidence that you have completed either:

The mandatory seven (7) pre-requisite units (or their equivalent unit)

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

or Certificate IV Bookkeeping (FNS40215)

or Certificate IV Accounting (FNS40615)

or Certificate IV Accounting and Bookkeeping (FNS40217)

### Course requirements

To be eligible for this qualification you must successfully complete 11 units: 6 core and 5 elective.

Applications for 2020 will open in November 2019.

### Units offered

#### Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
FNSACC511	Provide financial and business performance information	60	\$20.00
FNSACC512	Prepare tax documentation for individuals	80	\$20.00
FNSACC513	Manage budgets and forecasts	40	\$20.00
FNSACC514	Prepare financial reports for corporate entities	70	\$20.00

FNSACC516	Implement and maintain internal control procedures	40	\$20.00
FNSACC517	Provide management accounting information	60	\$20.00

### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBFIA401	Prepare financial reports	50	\$20.00
BSBITU402	Develop and use complex spreadsheets	50	\$20.00
FNSACC505	Establish and maintain accounting information systems	50	\$20.00
FNSORG505	Prepare financial reports to meet statutory requirements	40	\$20.00
FNSORG506	Prepare financial forecasts and projections	70	\$20.00

## Pre-training review

The pre-training review assists SWTAFE staff to determine whether this course is the most suitable for you at this time, and also identify any support needs you may require once you commence your studies. It takes about an hour to complete. Once you apply for your chosen course a link to the pre-training review will be emailed to you.

## Skills Recognition

Your current skills, knowledge and experience can contribute to help you get a qualification. Learn more about skills recognition and how it may benefit you [here](#).

## Unique Student Identifier

If you are studying nationally recognised training in Australia, you are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains your training records and results for training completed from 1 January 2015 onwards. One of the main benefits of the USI is the ability to provide you with easy access to your training records and results throughout your life and this will assist you when applying for a job or enrolling in further study. You are required to have a USI at the time of enrolment – especially if you want to use VET Student Loans to defer your fees. To apply online or get more information go to [www.usi.gov.au](http://www.usi.gov.au).

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Fees

Everyone has different circumstances that can affect what you pay and how much you pay. Your fees each year are made up of 3 different elements:

- Tuition fee
- General Service fee
- Consumables/material fee

There are 3 different rates of Tuition fees. Only one will apply to you depending on your eligibility and circumstances. The 3 categories include:

- Government subsidised
- Government subsidised (concession)
- Full fee

*The fees listed below are indicative only and may be subject to change without notice and given individual circumstances. Your actual fees will be calculated based on your individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.*

## This is a Free TAFE course in 2019

From 1 January 2019, students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course.

[Find out more](#) or chat with our Customer Service team on [1300 648 911](tel:1300648911), or visit a [SWTAFE Campus](#).

## Maximum Consumables/Materials Fees

Maximum Consumables/Materials Fees are made up of course consumables, core unit consumables and the maximum elective units you will pay. Final costs will be determined at enrolment.

## Booklist

Your course may require you to purchase additional materials or books. You can choose where to purchase these items from. You can download the booklist for this course here: <https://swtafe.edu.au/media/1818/fns50217-diploma-of-accounting.pdf>

## Which fee applies to me?

### Skills First Exemptions

Government eligibility exemptions for TAFE via Skills First funding gives you greater access to study with TAFE at an affordable price.

The good news is, that there are now a reduced number of criteria for you to meet in order to be eligible for a Government subsidy. If you don't meet those criteria you will be a full fee paying student.

### Government Subsidised Fee

You meet all Skills First eligibility criteria but DO NOT hold a current healthcare or pension card, OR you are eligible for a Skills First exemption.

### Concession Fee

You meet all eligibility criteria AND hold a current healthcare or pension card, that you can provide at enrolment. It's important to

note that the concession rate is only applicable for Certificate I to Certificate IV courses and students who have declared their ATSI origin.

### Full fee

Full fees only apply to the few students who do not meet the Skills First eligibility criteria, do not qualify for an exemption or are enrolling in course that is not government subsidised.

[Check your fees eligibility here.](#)

## How do I pay my fees?

Unless an alternative fee payment method is approved, your course fees are required to be paid upfront and in full at the time of enrolment. If your personal circumstances mean that payment in full is not possible, then you may be able to pay your fees by

- Payment Plan
- Centre Pay
- VET Student Loan (Diploma & Advanced Diploma only)

SWTAFE offers a range of scholarships each year which you may be eligible to apply for to assist with enrolment fees.

## Next Steps

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our [Pathfinders Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you. Call, email or drop in.

Call 5564 8515 or email [skillsandjobscentre@swtafe.edu.au](mailto:skillsandjobscentre@swtafe.edu.au)

## Apply Now

Apply now for a place in our next course intake. Places for courses are limited, so it's best to get in soon so you don't miss out. You'll need to complete an application form which you can do [online here](#) or by speaking with our Customer Service team. We invite you to come and see us at one of our campuses in Warrnambool, Colac, Portland or Hamilton and a team member will ensure you are taken care of.

If you have any questions regarding the application process please chat to our Customer Service team on 1300 648 911.