FNS50215 - Diploma of Accounting

Diploma of Accounting reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

Course Accreditation

This course is nationally recognised under the Australian Qualifications Framework (AQF).

Entry Requirements

- be 18 years or older;
- To give yourself the best chance of success in the Diploma of Accounting it is recommended that you have completed a Certificate IV level qualification or equivalent.
- LLN - This is an on-line correspondence course so you need to have basic English reading and writing skills, or higher. As such, entry to the course requires English proficiency equivalent to Australian Year 10 level, a NRT or Trade qualification at the Certificate II level or higher, or 2 years of industry work experience. Numeracy are required to a basic level e.g. calculations with calculators.

Resources required

Computer and Internet

You will need access to a computer and the internet to complete this course.

Once enrolled, you will be emailed your login details to the learning management system. You can then access your course materials immediately.

In addition, the following software and hardware may be required depending on subjects being undertaken:

- Broadband Internet Connection
- Internet explorer version 6 or above, Mozilla Firefox, Chrome
- Microsoft Office 2007 or later
- Minimum 2GB of Ram
- CD-ROM or DVD drive
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 10 or higher
- Camera
Specific requirements for Mac OS users:

- Mac OS X v 10.5 or higher (Mac OS X v 10.6 or higher is recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

Specific requirements for Windows users:

- Microsoft Windows XP or higher (Windows 7 or higher is recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)

**Course Delivery**

- **Online learning – Self Paced**
  Your training program is delivered via online self-paced learning. Candidates are guided through the program with the assistance self-instructed learning materials, and online support from a Workforce Training & Development trainer/assessor.

- **RPL**
  A formal online process for recognising skills and knowledge, RPL takes into account previous studies you may have completed as well as life and work experiences. You may be granted credits or exemptions for some units in this course.

- **Face to Face (by arrangement only)**
  The training program can be delivered to groups via face to face classroom delivery. As a part of the group you will be guided through the program by a Workforce Training & Development Trainer.

**Course Duration**

- **Online learning – Self Paced**
  As the course is online and self-paced, completion rate is at the learner’s discretion. However, learner should aim to complete one unit per month with a total completion time limit of 13 months. An extension can be purchased should further time be required to complete the qualification at an extension fee of AU$ 150 per month or AU$ 350 for 3 months.

  Recommended hrs of study is 17 to 20 hrs per week

  Where the learner cohort consists of new entrants or inexperienced workers, they may require a longer timeframe of 23 hrs or more per week

- **RPL**
  As the RPL is online and self-paced, completion rate is at the learner’s discretion. However,
learner should aim to complete within 7 months. An extension can be purchased should further time be required to complete the qualification at an extension fee of AU$ 150 per month or AU$ 350 for 3 months.

- **Face to Face**
  As per arrangements

**Course Subjects/Units**

To achieve FNS50215 - Diploma of Accounting, **11 units** must be successfully completed: (6 of which is a Core unit).

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisite Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSINC601 Apply economic principles to work in the financial services industry</td>
<td></td>
</tr>
<tr>
<td>This unit describes the skills and knowledge required to apply broad principles of financial economics that underpin a range of tasks and functions in the financial services industry. It includes understanding how financial instruments are priced in markets, and techniques and processes government and organisations use to manage financial risk, demonstrating broad knowledge of economic theories and related decision making in a national and organisational economic context</td>
<td></td>
</tr>
<tr>
<td>FNSACC505 Establish and maintain accounting information systems</td>
<td></td>
</tr>
<tr>
<td>This unit describes the skills and knowledge required to identify and record system requirements, evaluate alternative systems and acceptance test systems, prepare system documentation, implement reporting systems and records, monitor systems and review reporting procedures.</td>
<td></td>
</tr>
<tr>
<td>BSBFIA401 Prepare financial reports</td>
<td></td>
</tr>
<tr>
<td>This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.</td>
<td></td>
</tr>
<tr>
<td>FNSACC501 Provide financial and business performance information</td>
<td></td>
</tr>
<tr>
<td>This unit describes the performance outcomes, skills and knowledge required to analyse and report on a broad range of financial and business performance information and encompasses assessing clients' needs, analysing data and preparing advice.</td>
<td></td>
</tr>
<tr>
<td>FNSACC502 Prepare tax documentation for individuals</td>
<td></td>
</tr>
<tr>
<td>This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in accordance with statutory requirements, and encompasses gathering and verifying data, calculating taxable income and reviewing compliance requirements. It applies to individuals who use systematic approaches and follow specific guidelines to ensure compliance requirements are met.</td>
<td></td>
</tr>
<tr>
<td>FNSACC507 Provide management accounting information</td>
<td></td>
</tr>
<tr>
<td>This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports and review costing systems integrity to calculate and record the costs of products and services. It applies to individuals who use specialised knowledge and analytical skills to manage complex financial data and develop comprehensive organisational reports.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FNSACC506</td>
<td>Implement and maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC503</td>
<td>Manage budgets and forecasts</td>
</tr>
<tr>
<td>FNSACC504</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC601</td>
<td>Prepare and administer tax documentation for legal entities</td>
</tr>
<tr>
<td>FNSORG506</td>
<td>Prepare financial forecasts and projections</td>
</tr>
</tbody>
</table>

**Course Materials**

You will be provided access to learning materials including:

- Learners Guide
- Learners additional resources
- Videos
- Website Links
- Revision Quizzes
- Assessments
- Additional assessment resources

**Payment Options**

**PAY UPFRONT:** You have the option to pay course fees upfront utilising either credit card payment or through PayPal.

**PAYMENT PLAN:** Alternatively, you have the option of entering into a payment plan based on monthly or per unit payment
Course Fee

Online learning self-paced – AU$ 4800
RPL – AU$ 1200

Refund Policy

- Students who notify to cancel their enrolment within 5 days of commencement of course/unit and the resources are not downloaded from our Learning Management System can get a full refund however an administration enrolment fee of $250 will be retained.

- Students who notify to cancel their enrolment after 5 days of commencement of course/unit and prior to 1 month will receive a refund of 75% of course fees excluding the enrolment fee of AU$250.

- Students who cancel their enrolment after 1-month of the commencement of training program has commenced will not be entitled to a refund of fees of any fees paid in advance.

The amount retained by Workforce Training & Development is required to cover the costs of staff and resources which will have already been committed based on the student’s initial intention to undertake the training.

Assessment

To successfully complete the course, you will be required to complete a range of assessment activities to test

a) General
b) Specific and
c) Performance based knowledge
d) Examination

Assessment may take the form of written, oral questioning, case studies, workplace observations, or third party reports.

Assessment is used to provide candidates with feedback on their progress and to measure their skills and knowledge against the training qualification requirements and those of the industry.

As per the Tax Practitioners Board requirements, there is to be a formal examination conducted under supervision at the end of the online course and assessment which is mandatory to qualify in order to be able to register as a TAX agent.
Training outcome

Candidates successfully completing the course will receive a Diploma of Accounting. Candidates who partially complete the course will receive a Statement of Attainment for the units of competency that they have successfully completed.

Potential career opportunities

- Assistant accountant
- Senior financial clerk
- Accounts receivable clerk
- Accounts supervisor
- Accounts payable clerk

Please visit our website for more details & to refer to policies and procedures

http://www.workforceonline.edu.au/