

# Pre-enrolment Information



# FNS50217 Diploma of Accounting Geraldton

Training Package Version 2

# PRE-ENROLMENT INFORMATION

## WHY CHOOSE TAFE?

More courses, more qualifications, more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

With more than 980 TAFE qualifications to choose from, delivered by five TAFE colleges at campuses right across Western Australia, there are more opportunities than ever for you to make your name.

From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

For more information about TAFE and Central Regional TAFE, check out our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au)

## Course Information

<b>Course Title</b> FNS50217 Diploma of Accounting	
<p>This qualification 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.</p> <p>Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.</p> <p>This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law. Persons seeking registration with the TPB should check current registration requirements with the Board.</p>	
<b>Entry Requirements</b>	<p>Completion of the following six units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set:</p> <p>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 systems; BABFIA401 Prepare Financial Reports</p> <p>OR</p> <p>Completion of FNS40217 Certificate IV in Accounting &amp; Bookkeeping</p>
<b>Packaging Information</b>	6 Core units & 5 Elective units
<b>Duration</b>	12 months
<b>Location</b>	Geraldton

Unit of competency (National code and title)	Core or Elective	Pre-requisite	Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)
FNSACC511 Provide financial and business performance information	Core	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Prescribed learning – 16 hours Assessment preparation – 4 hours
FNSACC512 Prepare tax documentation for individuals	Core	n/a	In-class tutorial – 28 hours (8 x 3.5 hour sessions) Prescribed learning – 18 hours Assessment preparation – 4 hours
FNSACC513 Manage budgets and forecasts	Core	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Prescribed learning – 16 hours Assessment preparation – 4 hours

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FNSACC514 Prepare financial reports for corporate entities	Core	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Prescribed learning – 16 hours Assessment preparation – 4 hours
FNSACC516 Implement and maintain internal control procedures	Core	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Prescribed learning – 16 hours Assessment preparation – 4 hours
FNSACC517 Provide management accounting information	Core	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Prescribed learning – 16 hours Assessment preparation – 4 hours
BSBFIA401 Prepare financial reports	Elective	n/a	In-class tutorial – 28 hours (8 x 3.5 hour sessions) Practical – simulated business – 5 hours Prescribed learning – 7 hours Assessment preparation – 3 hours
BSBITU402 Develop and use complex spreadsheets	Elective	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Practical – simulated business – 15 hours Prescribed learning – 25 hours Assessment preparation – 5 hours
FNSACC408 Work effectively in the accounting and bookkeeping industry	Elective	n/a	In-class tutorial – 35 hours (10 x 2.5 hour sessions) Practical – simulated business – 17 hours Prescribed learning – 8 hours Assessment preparation – 3 hours
BSBLDR402 Lead effective workplace relationships	Elective	n/a	In-class tutorial – 14 hours (4 x 3.5 hour sessions) Prescribed learning – 8 hours Assessment preparation – 2 hours
FNSACC416 Set up and operate a computerised accounting system	Imported Elective	n/a	In-class tutorial – 21 hours (6 x 3.5 hour sessions) Practical – simulated business – 5 hours Prescribed learning – 6 hours Assessment preparation – 2 hours

### Entry Requirements

Search for your course on our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au) and you can find detail on the entry requirements for this course.

### Career Pathways

Your course provides you with skills and knowledge to enter the workforce in varied job roles as well as further education. Details can be found on our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au)

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### Course Costs

You will find detailed information about your course costs and how the costs are compiled on the Central Regional TAFE website here :

<http://www.centralregionaltafe.wa.edu.au/futurestudents/feespaymentoptions>

Alternatively, check the drop down box for FEES on your course page on the website which will also have details about the course fees.

### Textbooks and Learning Materials

Our physical and online library has a wide range of written and electronic resources useful to your course.

You can find our online library on the Central Regional TAFE website at :

<http://www.centralregionaltafe.wa.edu.au/currentstudents/librarybookshop>

For on campus students your learning materials for each unit will be provided to you as you progress through the semester and the price is incorporated in your enrolment fees. If you are enrolled off campus other information about your learning materials and purchases will be provided with your enrolment.

FNSACC511 Provide financial and business performance information - Provide Financial & Business Performance Information by Richard Hughes & Godfrey Senaratne

FNSACC516 Implement and maintain internal control procedures - Internal Control Procedures by M Fawcett & L Homewood

FNSACC512 Prepare tax documentation for individuals - Prepare Documentation for Individuals by P Baker, G Cliff & S Deaner

FNSACC514 Prepare financial reports for corporate entities - Prepare financial Reports for Corporate Entities” by Dunbrell & Kelly

FNSACC517 Provide management accounting information - Provide Management Accounting Information by C Davy & D Bruce

BSBFIA401 Prepare financial reports - BSBFIA401 Prepare Financial Statements Software Publications

FNSACC416 Set up and operate a computerised accounting system- Office Link Learning workbook

FNSACC416 Set up and operate a computerised accounting system

BSBITU402 Develop and use complex spreadsheets - Develop & Use Complex Spreadsheets by Greg Pazmandy 3rd Ed.

FNSACC408 Work effectively in the accounting and bookkeeping industry - Office Link Learning workbook

FNSACC408 Work effectively in the accounting and bookkeeping industry

BSBLDR402 Lead effective workplace relationships - Class Notes provided by lecturer Nil

### Other Course Requirements

Some courses may require you to provide additional resources such as Personal Protective Equipment (PPE) or uniforms. A list is provided below.

Scientific calculator

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### STUDY OPTIONS

Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available in this course at this campus. For additional information about flexible study options at all of our campuses please check the courses pages on the Central Regional TAFE website.

Face to Face:

- 7 months
- Students are expected to allow a minimum of 191 hours home study time

### YOUR TIMETABLE

Geraldton Campus students can locate their Timetables from the myPortal page on the Central Regional TAFE website. You can also subscribe to your timetable so that you can view in your own Calendar. Details on how to subscribe to your Calendar can be found on the myTimetable link in the Student Portal.