



FROM POSSIBILITY TO ACTUALITY

# Diploma of Accounting

National Course Code: FNS50217 CRICOS Course Code: 097748J

Duration: 65 Weeks



## Course Description

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers and employees performing a range of accounting tasks for organisations in a range of 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 provide guidance to others within defined guidelines.

## Entry requirements

The course will be available for those students who have completed any of the following below:

- Completion of the FNSSS00014 Accounting Principles Skill Set;
- OR
- Completion of FNS40615 Certificate IV in Accounting or equivalent;
- OR
- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

All International Students are required to have an English ability at the IELTS 5.5 or equivalent.

## Vocational outcomes

The primary pathway from this qualification is employment in accounting job roles with duties such as introducing and maintaining accounting systems, maintaining internal control systems, preparing financial statements for a non-reporting entity, preparing tax returns, reporting on business performance & preparing accounting reports for management. Job roles may vary across the various sectors, but may include Accountants, Senior Financial Clerks & Account managers.

## Target Group

The target group for the FNS50217 Diploma of Accounting is local and international students wishing to develop their existing accounting skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to FNS60217 Advanced Diploma of Accounting. The course provides a solid overview of financial sector with an operational knowledge in general accounting and related areas. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

## Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online MOODLE Learning Management System (MOODLE).

## Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Diploma of Accounting. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

## Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

## Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Accounting.

## Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

## Articulation & Pathways

Under mutual recognition the Diploma of Accounting qualification and statement of Attainment awarded by CIBT will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma of Accounting students may be eligible for exemption in relevant undergraduate courses.

## RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant financial service sector or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

## Training and Other Facilities

CIBT trains and assesses its students from its campuses in North Sydney, Sydney City and Canberra which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.

## Course Structure

The 11 units of competency (6 Core and 5 Electives) are delivered throughout the 65 Weeks (45 weeks tuition and 20 weeks holiday). All units of competency must be completed to receive a Diploma of Accounting qualification.

Unit Code	Unit Title	Core/Elective
FNSACC511	Provide Financial and Business Performance Information	Core
FNSACC512	Prepare Tax Documentation for Individuals	Core
FNSACC513	Manage Budgets and Forecasts	Core
FNSACC514	Prepare Financial Reports for Corporate Entities	Core
FNSACC516	Implement and Maintain Internal Control Procedures	Core
FNSACC517	Provide Management Accounting Information	Core
BSBFIA401	Prepare Financial Reports	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
FNSACC311	Process Financial Transactions and Extract Interim Reports	Elective
FNSACC505	Establish and Maintain Accounting Information Systems	Elective
BSBLDR413	Lead effective workplace relationships	Elective

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