



**AUSTRALIAN
COLLEGE**
EXPANDING YOUR HORIZONS

Course Brochure

FNS50222

Diploma of Accounting

www.australiancollege.edu.au

Why should you choose to study with Australian College?



✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful,
exciting careers across many industries.**

Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	First job or entry into the workforce.
Certificate III	VET education for high school students.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

Accredited Courses

FNS50222 Diploma of Accounting

COURSE SUMMARY

Course Code:	FNS50222	Flexible duration:	Up to 12 months
Qualification gained:	Diploma of Accounting	Study load:	Self-paced
Training Package:	FNS Financial Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.

We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.

Assessment method: Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports.

Important: This qualification includes the units FNSACC522 prepare tax documentation for individuals unit which is approved by the tax practitioners board (TPB). This means that assessment completion for this unit must meet the TPB requirements, where at least 40% of the assessment tasks will be supervised by an independent supervisor as outlined in the 'independent supervisor checklist and declaration form' provided by Australian college to the students in the assessment information. For more information on TPB requirements and registration you can visit the website here: <https://www.tpb.gov.au/home>

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS aXcelerate

Course units:	BSBTEC402 Design and produce complex spreadsheets	Core
	FNSACC521 Provide financial and business performance information	Core
	FNSACC522 Prepare tax documentation for individuals	Core
	FNSACC523 Manage budgets and forecasts	Core
	FNSACC524 Prepare financial reports for corporate entities	Core
	FNSACC526 Implement and maintain internal control procedures	Core
	FNSACC527 Provide management accounting information	Core
	BSBESB403 Plan finances for new business ventures	Core
	FNSACC411 Process business tax requirements	Elective
	FNSACC505 Establish and maintain accounting information systems	Elective
	FNSPAY513 Process complex employee terminations in payroll	Elective

Note: All of the above listed units of competency must be completed to receive the FNS50222 Diploma of Accounting full qualification.

Important: This qualification has pre-requisites, completion of the following units (or equivalent) is required prior to enrolment:

- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports)

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSS00014 Accounting Principles Skill Set OR
- FNS40222 Certificate IV in Accounting and Bookkeeping

Course Completion: This qualification consists of 11 units (7 core units and 4 elective units).

Students obtaining a 'competent' result for all units of competency will achieve the **FNS50222 Diploma of Accounting** certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

**Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Accountant, accounts payable/receivable clerk, payroll officer, budget analyst, audit assistant, assistant accountant or taxation officer

It's important to note that some roles may require additional experience or further education. However, the **FNS50222 Diploma of Accounting** provides a solid foundation for more advanced roles in accounting and finance.

COURSE DESCRIPTION/SUMMARY

This qualification reflects 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.

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

More information on the Tax Practitioners Board registration requirements can be found here: <https://www.tpb.gov.au>

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

While Australian College will support this by providing the student with a 'Work Experience Agreement' including a logbook of all hours performed in the workplace as well as the tasks completed, it is the student's responsibility to find a workplace where they can experience practical applications of accounting and to complete assessment tasks.

ENTRY REQUIREMENTS

The FNS50222 Diploma of Accounting has entry requirements completion of following units (or equivalent) prior to enrolment:

- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports)

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set OR
- FNS40222 Certificate IV in Accounting and Bookkeeping

More information on these requirements to be found here: <https://training.gov.au/Training/Details/FNS50222>

In addition to the above, Australian College has certain admission criteria for this course. Prospective students must:

- Students should be a minimum of 18 years of age at the time of enrollment. Applications from students under 18 may be considered on an individual basis, with parental consent required for all students under 18.
- obtain their Unique Student Identifier (USI) and provide it to Australian College
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Have the ability to access/install trial versions of accounting software
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address
- Access to a workplace supervisor and team members to complete practical activities

It is highly recommended that students enrolling in this qualification have a current or recent role in accounts payable/accounts receivable or payroll or similar, or have completed a Certificate IV in Accounting and Bookkeeping.

As part of this course, students will need to access the MYOB Student Edition software. Students can sign up for 6 months free access on their website here: <https://www.myob.com/au/students/education-trial>

If students are using the MYOB software we recommend to purchase a MYOB text book such as: MYOB v19.12 AccountRight PI by Greg Pazmandy 1st Edition (January, 2018) ISBN 978-1-76073-026-0 available to be purchased here:

<https://lnonline.com.au/products/2018-myob-v19-12-accountright-plus-1>

Note; These resources will have to be organized/purchased by the students.

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualification of their choice building further on a potential career for the future. Below are listed some qualifications that are relevant to this qualification and students may choose to continue their studies:

- BSB50820 Diploma of Project Management
- BSB50420 Diploma of Leadership and Management
- BSB50120 Diploma of Business

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal objectives.

Prospective students may be:

- Individuals who completed previously qualifications in the accounting and/or bookkeeping industry and want to develop skills and knowledge to gain employment in an accounting supervisory or managerial role within a business
 - Mature aged workers who want to upskill and improve their employment opportunities
 - Students of Australian College who have previously completed other courses/qualifications with the College
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RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer please refer to the student handbook.

Email us for inquiries at admin@australiancollege.edu.au.

WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at www.australiancollege.edu.au/ and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

Overseas Students Policy

This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the student handbook.



AUSTRALIAN COLLEGE

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**If you have any questions about the
College, our courses, or need help with
enrolment, please contact us.**



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**General enquiries:
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**Office hours:
Mon-Fri 9am-5pm**



**Payment enquiries:
payments@australiancollege.edu.au**



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