

C A R E E R   T R A I N I N G   I N S T I T U T E

**2016**

**FN50215**

**Diploma of Accounting**

### FNS50215 Diploma of Accounting

This qualification is suited to those candidates that have completed the core units of the

FNS40604 Certificate IV in Financial Services (Accounting) OR

FNS40610 Certificate IV in Accounting OR

FNS40611 Certificate IV in Accounting

The course will help students to further their knowledge of accounting and taxation practices and will help to improve understanding of sound financial practices.

Entry into Diploma level qualifications at the Career Training Institute is conditional on specific criteria. Students might need to produce evidence required to demonstrate that they are eligible for entry to the course.

## Course description

This qualification reflects professional accounting job roles in financial services and other industries.

## Entry requirements

Entry requirements – completion of the units which comprise the core from the Certificate IV in Accounting in the Financial Services Training Package FNS10 or completion of the units which comprise the core from the Certificate IV in (Financial Services) Accounting in the Financial Services Training Package FNS.

## Pathways

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
- reporting on business performance
- preparing accounting reports for management.

A further learning pathway utilising qualifications such as Advanced Diploma of Accounting would support career progression.

## Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of an FNS50215 Diploma of Accounting. 11 units must be achieved - 6 core units, plus 5 elective units

Module	Unit code	Unit name	
1	FNSACC501	Provide financial and business performance information	Core
	FNSACC502	Prepare tax documentation for individuals	Core
	FNSACC503	Manage budgets and forecasts	Core
2	FNSACC504	Prepare financial reports for corporate entities	Core
	FNSACC506	Implement and maintain internal control procedures	Core
	FNSACC507	Provide management accounting information	Core
3	FNSINC602	Interpret and use financial statistics and tools	Elective
	FNSACC505	Establish and maintain accounting information systems	Elective
	FNSINC601	Apply economic principles to work in the financial services industry	Elective
4	FNSACC607	Evaluate business performance	Elective
	FNSACC601	Prepare and administer tax documentation for legal entities	Elective

## Delivery/Assessment

Students receive access to introductory presentations at the commencement of each unit. These presentations are made available as a series of recorded webinars. Students then complete self-paced learning and assessment using learning materials supplied by Career Training Institute. Details of the additional textbooks which are purchased separately by the student, are provided. Students are assigned a trainer/assessor whose role it is to support students through their training.

For each unit of competency that students undertake, they will need to complete assessment items which collectively form evidence that they are *competent* (C) in that unit. If students do not complete each item of assessment then they will remain as *not yet competent* (NYC). Generally students will receive two assignments per unit. Each of these items is a piece of evidence and all need to be completed to a satisfactory standard before competency can be awarded. Students will need access to a computer to complete training and assessment.

Assignments may be in the form of:

- written exercises
- practical exercises
- cases studies
- investigations

Workplace diary pages are published on the LMS as an optional tool. These pages encourage the student to undertake valuable self-reflection and should be used as a communication tool between students and their employer. It can help to inform the employer of the unit(s) being studied at a particular time and the types of things that a student could be observing or doing at their workplace as on-the-job training.

## Timeline for completion

***There is a reasonable expectation that each unit is completed within 6 weeks and that the entire qualification is completed in no more than 15 months.***

The module enrolment period takes into account that the student might have additional personal and work commitments in this period. If a module is incomplete within six months of commencement of the module, the student will need to re-enrol in any incomplete units and will be re-invoiced accordingly. Students will have a maximum of 24 months from the date of commencement to complete this qualification.

## Recognition of Current Competency/Credit Transfer

Recognition will be given for AQF qualifications and statements of attainment issued by an RTO for previous training. Students should submit a copy of documentation detailing previous units studied with their enrolment application to support information provided in section 6 of the enrolment application. An RCC/Credit Transfer application will then be filled out by a member of the RTO on the student's behalf.

## Recognition of prior learning

RPL is a process that allows recognition of the competencies that a student already possesses. This is to avoid unnecessary training. Recognition of prior learning suits people who have industry relevant:

- Work skills or knowledge
- Paid or unpaid work experience
- Life experience
- Community work experience

To apply for RPL, students should contact the RTO office to request a Recognition of Prior Learning application and to discuss their application with a qualified staff member.

## Learning Support

Glenvale Education will take appropriate measures to ensure that students receive training, assessment and support that meet their individual needs. Learning and assessment strategies are designed to meet student needs, however we recognise that individuals may have additional needs. Glenvale Education will attempt to identify barriers which people with a disability encounter when accessing programs and services and develop strategies to minimise the impact of these barriers.

## Complaints and appeals

The Career Training Institute acknowledges the importance of establishing a transparent and consistent process for managing and responding to complaints and appeals. All complaints and appeals will be managed using the procedure for complaints and appeals in conjunction with other relevant policies and procedures.

It is recognised that complaints and appeals may be minor or major in nature. The Complaints and Appeals policy applies to complaints and appeals of staff members and clients/students. In certain circumstances this procedure may be used to deal with an external stakeholder somehow involved in the training program.

Strict confidentiality will be maintained in all matters relating to a complaint or appeal. Information will be provided to relevant and appropriate parties only if necessary. Persons with a grievance will not be named as far as possible.

The complaint/appeal should be raised in writing, in person or telephone. For major complaints/appeals the person must raise it in writing and submit it to the RTO Manager. A complaints and appeals form is available from the RTO office.

## Fees and charges

Career Training Institute will collect fees for services provided on terms understood by the RTO and the client in accordance with legislation and regulatory requirements.

Clients will be invoiced for a module of units prior to the commencement of each module based on a unit price of \$400. So, clients will be charged \$1200 for each module. See the course description for the module structure.

Course enrolment and student induction are factored into the cost of the first module.

GST is not applicable to these fees.

Payment is to be made within 14 days of invoice issue date.

Once payment is received course materials will be dispatched.

Required textbooks will also need to be purchased by the students.

Students who are deemed 'not yet competent' on completion of training and assessment will be given additional training support and the opportunity to be re-assessed to achieve competency.

Students must gain competency for each unit in the module within the **six month enrolment period**. If the competency is not gained in this period, the client will be re-invoiced for the cost of each outstanding unit (\$400 per unit).

## Refunds

Clients are only charged for units upon commencement of training and therefore will not be eligible for refunds.

## Application

Complete the enrolment form and return it to:

Career Training Institute  
PO Box 224  
Campbellfield VIC 3061

For enquiries telephone 1300 284 111 or email [rto@careertraining.edu.au](mailto:rto@careertraining.edu.au)



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