



**Australia's Leading Training Experts
Accounting, Bookkeeping & Business**

**FNS303015 Certificate III in Accounts
Administration**

FNS40215 Certificate IV in Bookkeeping

FNS40615 Certificate IV in Accounting

FNS50215 Diploma of Accounting

**FNS60215 Advanced Diploma of
Accounting**



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Certificate III in Accounts Administration FNS30315

The Certificate III in Accounts Administration (FNS30315) is designed for anyone wishing to take the first step towards a career in accounting.

Upon successful completion of this course, you will receive the Certificate III in Accounts Administration (FNS30315).

This qualification can lead you to job roles, which can include Accounts Clerk, Bank Customer Service Assistant, Claims Officer, Collections Clerk, Insurance Broking Clerk, Insurance Clerk, Payroll and Accounts Clerk, Claims Assistant, Process Server, Superannuation Assistant, Trainee Trust Officer.



Once you have completed the FNS30315 Certificate III in Accounts Administration, you will be able to use some of the units towards our FNS40215 Certificate IV in Bookkeeping and/or FNS40615 Certificate IV in Accounting courses.

NATIONALLY RECOGNISED

Nationally Recognised qualification.

FLEXIBLE STUDY

Learn Self- Paced from Home or Work or use your prior knowledge to pass the course using Recognised Prior Learning.

PAYMENT PLANS AVAILABLE

Contact us for details of our Payment plans to help you spread the cost of your study.

EXPERIENCED TUTORS

Learn from highly experienced tutors who can bring real life experiences to your study.

Future Skills WA



Code	Description	Nominal Hours of Study
BSBWHS201	Contribute to health and safety of self and others	20
BSBITU306	Design and produce business documents	30
BSBWRT301	Write simple documents	30
FNSACC301	Process financial transactions and extract interim reports	60
FNSACC302	Administer subsidiary accounts and ledgers	40
FNSACC303	Perform financial calculations	30
FNSINC301	Work effectively in the financial services industry	45
FNSACM301	Administer Financial Accounts	20
FNSACM302	Prepare Match and Process Receipts	10
FNSACM303	Process Payment Documentation	10
FNSBKG402	Establish and maintain a cash accounting system	50

The above hours have been determined by the Western Australia Department of Training and Workforce Development & National Centre for Vocational Education Research. The hours include reading through the course material and completing the assessment.

There are no formal Prerequisites for the Certificate III in Accounts Administration, but we do ask for an intermediate level of skill in using Microsoft Word & Microsoft Excel. If you do not feel that you are fully competent with these software packages, please let us know and we can help with additional courses/support. Please also be aware that you will be required to have the ability to open, edit and save documents along with the ability to download files from the internet. Please let us know if you would like some training on any of these areas.

Microsoft Windows is the preferred operating system used for the study of this course. All student data files are supplied in windows format.

Mac Users - We do include access to a Mac version of MYOB Student Edition, but please be aware that if you select this option, the data files required for some units and options available to you may be different from the manual. This will not affect your grades and assessors can still mark using the Mac version.

Our preference for Mac users is instead to follow below –

AccountRight is designed for use on the Windows operating system. If you want to install AccountRight on an Apple Mac, you will need to install Windows on your Mac first. You can do this using Boot Camp (a Mac utility that allows you to install other operating systems) or virtual software such as Parallels or VMware. Note that running AccountRight on virtual software may affect performance and speed. Whilst many users report a good experience, it's not tested or supported by MYOB. There may be an additional cost to purchase the windows operating system.

Internet Access - ADSL internet with reliable connection required. All data files, learning activities and MYOB software are available via our student portal for download. We do not usually provide CD or USB copies although these may be supplied at additional cost.

Self-Paced Learning

Self-paced learning is a convenient, effective and affordable way to learn. You can complete the course at your own pace and your own leisure whilst still having access to the Training and Assessment team for support to maximise your learning experience.

Cost: \$1,455 GST Free
Includes pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$170 GST FREE for the complete set.

Classroom Delivery (Part-Time)

Our popular classroom course in Perth offers comprehensive hands on instructions and personal interaction with the trainer. Our courses are conveniently run on a part time basis, 1 day a week for 11 weeks starting at various times throughout the year.

Cost: \$2,115 GST Free
Includes pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$170 GST FREE for the complete set.

Recognised Prior Learning

Recognised prior learning is a chance to have your relevant skills, knowledge and experience count towards this qualification. With this option, you will be required to put together a portfolio of evidence for our assessors that shows that you have a comprehensive understanding of each of the course learning outcomes. The portfolio will contain items such as payslips, policies and procedures, reports, letters, BAS information etc.

Cost: \$1,455 GST Free
Includes full list of evidence criteria, detailed templates, checklists and email support.
* For an onsite workplace assessment (Perth only) available – contact us for details

Flexible Learning

Flexible learning offers the perfect solution to complete the course using a combination of classroom sessions, self-paced learning and recognised prior learning. You get to pick which study option is best for you for each unit giving you the freedom to obtain your qualification.

Cost: \$1,750 GST Free plus \$90 for each classroom session attended.
Includes a combination of tuition, pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments, evidence criteria, detailed templates, checklists and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$170 GST FREE for the complete set.

Are you currently working in Western Australia?

Do you work more than 20 hours a week?

Do you have a manager/supervisor?

Are you a Permanent Resident of Australia, Australian Citizen, or a New Zealand Passport holder who has been resident in Australia for at least 6 months?

If you can answer **YES** to all of the above and you do not currently hold a qualification that is higher than a Certificate III in Bookkeeping/Accounting or Finance then you may be eligible for Government Funding through the Traineeship scheme.

Through the Traineeship scheme, the Certificate III in Accounts Administration course would cost the employer \$1,721 instead of \$3,065.

With the Traineeship, you will be assigned to one of our Traineeship Co-ordinators who will work with you to set your training targets, and keep in regular contact with both yourself and your employer as you work your way through the Certificate IV course.

If you would like to learn more about the Traineeship Scheme, please contact Michelle on (08) 9221 0955 or click [here](#) to visit our website.



Assessments

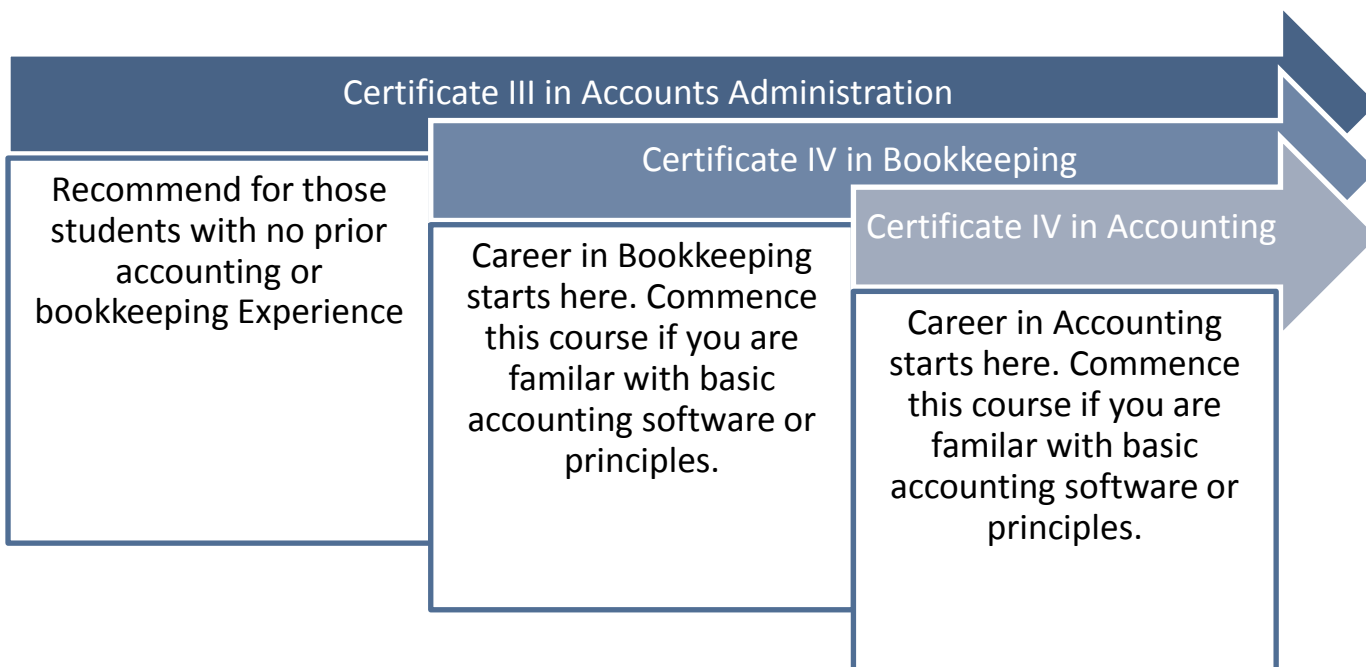
Assessments are conducted open book at either your home or office and comprise of theory and practical exercises which are to be submitted within 12 months from your enrolment date.

Payment Plans

We understand not everyone has the financial resources upfront to invest in training so we now offer payment plans to get you moving faster towards your future. A \$600 deposit is taken and then the remainder of the course cost divided by 6 per month for 6 months. There is no finance charge or penalty incurred for payments made this way but we do require students to possess a valid credit card.

Pathways to Further Study

The Certificate III in Accounts Administration can lead onto further study, such as the Certificate IV in Bookkeeping Course, or the Certificate IV in Accounting qualification. You will be eligible for some credits towards your further study, which will reduce the number of units that you will need to complete to be awarded the Certificate IV qualifications.



Applied Education is one of Australia's leading providers of training services. Our mission is to provide participants with career-oriented and job related skills training that will allow them to meet the employment needs of the business community. We offer courses nationally in Bookkeeping & Accounting, Payroll & Taxation, Project Management, Microsoft, MYOB, QuickBooks/ Accounts Reckon, Xero and other unique courses.

As you'll see, there are a number of reasons why Applied Education is now the trainer of choice for some of Australia's best known organisations.

We offer Nationally Recognised Qualifications

We are a Registered Training Organisation (ID 52240) and therefore we must meet the stringent Standards for NVR Registered Training Organisations. We participate in ongoing audits to ensure our training and qualifications offered are current and we comply with these Standards for Continuing Registration at all times.

We have a successful track record in delivering training to leading companies

Since 1999, our highly qualified trainers have been delivering cutting edge training to some of Australia's leading companies. Our high quality training is supported by in-depth training materials and continual feedback systems allowing us to improve and refine what we offer to meet the demands of the ever evolving workplace.

We offer flexible learning options to suit you

We offer public classroom courses, self-paced learning, recognised prior learning (with an option of a Workplace Assessment in Perth only), online learning, DVD learning, group training (held at either our venue or your office) and computer training rooms for hire giving you all the options you need to fit professional development into your company's professional development program.

We utilise world class technologies for our online learning platform

Our online learning platform has been custom built to provide you with an all-in-one learning environment where you can access tutorials, assessments, the required readings and other resources. You can also submit your assessments for marking. It is ideal for busy professionals who require 'on demand' training which is available 24 hours a day, 7 days a week allowing you to complete the course at your own pace and study at your own leisure.

We offer state of the art computer training rooms

Whether you are conducting group training with our trainers or you own, our computer training rooms are equipped with the latest technology and the computers support the most sophisticated software.

Our trainers are the best in the industry

Trainers from industry backgrounds with practical experience provide students with much more insight into the powerful applications that they train in rather than text book theories. All these aspects enable us to provide a professional and well-rounded training experience for our students.

We offer unlimited support upon course completion

This support is offered free of charge and is available for an unlimited amount of time. Based on student feedback, we have found that email support is the most efficient and effective means for providing support as the trainers can access their emails during their training sessions and can respond instantly rather than the student waiting until the trainer is out of training.

Certificate III in Accounts Administration

Course Registration



To register, please complete this form and email it to reception@appliededucation.edu.au

Student Details

Name:	Company:
Address:	
Email:	Phone:

Course & Pricing Details – Please circle your selections

	Classroom Delivery	Self-Paced Learning	Recognised Prior Learning	Flexible Learning (Plus \$90 per classroom session attended)
Certificate III in Accounts Administration (FNS30315) Date: _____	\$2,115	\$1,455	\$1,455	\$1,750
Do you require Hard Copy Manuals? (Complete set inc postage)	YES (+\$170)		NO (+\$0)	

Payment Details

<input type="checkbox"/> Upfront Payment All payment options are available below <input type="checkbox"/> Direct Deposit Applied Education BSB: 306104 Account: 0643327 Please quote your company name as the reference <input type="checkbox"/> Cheque Please make payable to 'Applied Education' and send to Level 1, 524 Hay Street, Perth WA 6000	<input type="checkbox"/> Payment Plan Credit card option only applies <input type="checkbox"/> Credit Card Please debit (3% surcharge applies to AMEX and Diners): O Mastercard O Visa O AMEX O Diners Card <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card: _____ Signature: _____
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Additional Registration Details

Disabilities (please tick)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes, please tick applicable: Hearing Mental Illness Physical Visual Other

Student Declaration (please tick)

- I have read and agree to the Applied Education Student Handbook (refer to our website for a copy).
- I confirm the accuracy of the information provided.
- I understand that my personal information may be disclosed to a registering body official for audit purposes.

Student Signature _____ Date _____
 Parent/Guardian Signature* _____ Date _____

*If student is under 18 years of age

Certificate IV in Bookkeeping

FNS40215

Certificate IV in Accounting

FNS40615

The Certificate IV in Bookkeeping is designed for anyone seeking a career as a professional bookkeeper, BAS agent, payroll officer or who just wishes to participate in developing their skills and knowledge. This course meets the education requirements of the Tax Practitioners Board for registration as a BAS agent.

Upon successful completion of this course, you will receive the Certificate IV in Bookkeeping (FNS40215).



The Certificate IV in Accounting is designed for employees who perform duties such as completing Business Activity Statement (BAS) and other office taxes, operational reporting, producing basic management and job costing reports, preparing budgets and making decisions in a legal context.

Upon successful completion of this course, you will receive the Certificate IV in Accounting (FNS40615).

Attain the Certificate IV in Bookkeeping and Certificate IV in Accounting as a dual qualification for a small additional fee. The course contains sixteen units of competency that meets the education requirements of the Tax Practitioners Board for registration as a BAS agent.

NATIONALLY RECOGNISED

Nationally Recognised qualification.

FLEXIBLE STUDY

Learn Self- Paced from Home or Work or use your prior knowledge to pass the course using Recognised Prior Learning.

PAYMENT PLANS AVAILABLE

Contact us for details of our Payment plans to help you spread the cost of your study.

EXPERIENCED TUTORS

Learn from highly experienced tutors who can bring real life experiences to your study.

Future Skills WA



Code	Description	Nominal Hours of Study	Cert IV in Bookkeeping	Cert IV in Accounting	Dual Qualification
BSBFIA401	Prepare financial reports	50	✓	✓	✓
BSBITU306	Design and produce business documents	30	✓	✓	✓
FNSACC301	Process financial transactions and extract interim reports	70	✓	✓	✓
FNSACC302	Administer subsidiary accounts and ledgers	40	✓	✓	✓
FNSACC404	Prepare financial statements for non-reporting entities	60	✓	✓	✓
FNSACC406	Set up and operate a computerised accounting system	80	✓	✓	✓
FNSBKG404	Carry out business activity and instalment activity statement tasks	40	✓	✓	✓
FNSBKG405	Establish and maintain a payroll system	30	✓	✓	✓
FNSINC401	Apply principles of professional practice to work in the financial services industry	30	✓	✓	✓
BSBITU402	Develop and use complex spreadsheets	40	✓	✓	✓
FNSBKG402	Establish and maintain a cash accounting system	40	✓	✓	✓
FNSBKG403	Establish and maintain an accrual accounting system	40	✓	✓	✓
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	35	✓		✓
FNSACC402	Prepare operational budgets	40		✓	✓

The above hours have been determined by the Western Australia Department of Training and Workforce Development & National Centre for Vocational Education Research. The hours include reading through the course material and completing the assessment.

There are no formal Prerequisites for the Certificate IV in Bookkeeping or the Certificate IV in Accounting, but we do ask for a high level of skill in using Microsoft Word & Microsoft Excel. If you do not feel that you are fully competent with these software packages, please let us know and we can help with additional courses/support. Please also be aware that you will be required to have the ability to open, edit and save documents along with the ability to download files from the internet. Please let us know if you would like some training on any of these areas.

Microsoft windows is the preferred operating system used for the study of this course. All student data files are supplied in windows format.

Mac Users - We do include access to a Mac version of MYOB Student Edition, but please be aware that if you select this option, the data files required for some units and options available to you may be different from the manual. This will not affect your grades and assessors can still mark using the Mac version.

Our preference for Mac users is instead to follow below –

AccountRight is designed for use on the Windows operating system. If you want to install AccountRight on an Apple Mac, you will need to install Windows on your Mac first. You can do this using Boot Camp (a Mac utility that allows you to install other operating systems) or virtual software such as Parallels or VMware. Note that running AccountRight on virtual software may affect performance and speed. Whilst many users report a good experience, it's not tested or supported by MYOB. There may be an additional cost to purchase the windows operating system.

Internet Access - ADSL internet with reliable connection required. All data files, learning activities and MYOB software are available via our student portal for download. We do not usually provide CD or USB copies although these may be supplied at additional cost.

Self-Paced Learning

Self-paced learning is a convenient, effective and affordable way to learn. You can complete the course at your own pace and your own leisure whilst still having access to the Training and Assessment team for support to maximise your learning experience.

Cost: \$1,890 GST Free or \$2,090 GST Free for Dual Qualification
Includes pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$200 GST FREE for the complete set.

Classroom Delivery (Part-Time)

Our popular classroom course in Perth offers comprehensive hands on instructions and personal interaction with the trainer. Our courses are conveniently run on a part time basis, 1 day a week for 15 (16 weeks for a dual qualification) weeks starting at various times throughout the year.

Cost: \$2,865 GST Free or \$3,065 GST Free for Dual Qualification
Includes pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$200 GST FREE for the complete set.

Recognised Prior Learning

Recognised prior learning is a chance to have your relevant skills, knowledge and experience count towards this qualification. With this option, you will be required to put together a portfolio of evidence for our assessors that shows that you have a comprehensive understanding of each of the course learning outcomes. The portfolio will contain items such as payslips, policies and procedures, reports, letters, BAS information etc.

Cost: \$1,890 GST Free or \$2,090 GST Free for Dual Qualification
Includes full list of evidence criteria, detailed templates, checklists and email support.
* For an onsite workplace assessment (Perth only) available – contact us for details

Flexible Learning

Flexible learning offers the perfect solution to complete the course using a combination of classroom sessions, self-paced learning and recognised prior learning. You get to pick which study option is best for you for each unit giving you the freedom to obtain your qualification.

Cost: \$2,015 GST Free plus \$90 for each classroom session attended or \$2,290 GST FREE plus \$90 for each classroom session attended for Dual Qualification.
Includes a combination of tuition, pdf copy of course materials (which can be saved and printed), training software (pc or mac), assessments, evidence criteria, detailed templates, checklists and email support. You will also receive our Online Excel, Word and MYOB courses Free of Charge, to help you with your studies.
Hard Copy Manuals can be purchased for \$200 GST FREE for the complete set.

Are you currently working in Western Australia?

Do you work more than 20 hours a week?

Do you have a manager/supervisor?

Are you a Permanent Resident of Australia, Australian Citizen, or a New Zealand Passport holder who has been resident in Australia for at least 6 months?

If you can answer **YES** to all of the above and you do not currently hold a qualification that is higher than a Certificate III in Bookkeeping/Accounting or Finance then you may be eligible for Government Funding through the Traineeship scheme.

Through the Traineeship scheme, the Certificate IV in Bookkeeping course would cost the employer \$1,721 instead of \$3,065. If you were studying the Certificate IV in Bookkeeping and Certificate IV in Accounting Dual Qualification then the cost savings are even greater, with the employer paying \$1,921 instead of \$3,265.

With the Traineeship, you will be assigned to one of our Traineeship Co-ordinators who will work with you to set your training targets, and keep in regular contact with both yourself and your employer as you work your way through the Certificate IV course.

If you would like to learn more about the Traineeship Scheme, please contact Katie on (08) 9221 0955 or click [here](#) to visit our website.



Assessments

Assessments are conducted open book at either your home or office (apart from FNSBKG404 & FNSBKG405 – please see below) and comprise of theory and practical exercises which are to be submitted within 12 months (18 months if you are completing the Dual Qualification) from your enrolment date.

The FNSBKG404 and FNSBKG405 assessments need to be independently supervised and comprises of theoretical and practical exercises, which are to be submitted within 12 months from your enrolment date. If you have opted to complete these units using the Recognised Prior Learning option, your Portfolio of Evidence is to be submitted within 12 months from your enrolment date and you will also be required to undertake a telephone interview.

Payment Plans

We understand not everyone has the financial resources upfront to invest in training so we now offer payment plans to get you moving faster towards your future. A \$600 deposit is taken and then the remainder of the course cost divided by 6 per month for 6 months. There is no finance charge or penalty incurred for payments made this way but we do require students to possess a valid credit card.



Applied Education is one of Australia's leading providers of training services. Our mission is to provide participants with career-oriented and job related skills training that will allow them to meet the employment needs of the business community. We offer courses nationally in Bookkeeping & Accounting, Payroll & Taxation, Project Management, Microsoft, MYOB, QuickBooks/ Accounts Reckon, Xero and other unique courses.

As you'll see, there are a number of reasons why Applied Education is now the trainer of choice for some of Australia's best known organisations.

We offer Nationally Recognised Qualifications

We are a Registered Training Organisation (ID 52240) and therefore we must meet the stringent Standards for NVR Registered Training Organisations. We participate in ongoing audits to ensure our training and qualifications offered are current and we comply with these Standards for Continuing Registration at all times.

We have a successful track record in delivering training to leading companies

Since 1999, our highly qualified trainers have been delivering cutting edge training to some of Australia's leading companies. Our high quality training is supported by in-depth training materials and continual feedback systems allowing us to improve and refine what we offer to meet the demands of the ever evolving workplace.

We offer flexible learning options to suit you

We offer public classroom courses, self-paced learning, recognised prior learning (with an option of a Workplace Assessment in Perth only), online learning, DVD learning, group training (held at either our venue or your office) and computer training rooms for hire giving you all the options you need to fit professional development into your company's professional development program.

We utilise world class technologies for our online learning platform

Our online learning platform has been custom built to provide you with an all-in-one learning environment where you can access tutorials, assessments, the required readings and other resources. You can also submit your assessments for marking. It is ideal for busy professionals who require 'on demand' training which is available 24 hours a day, 7 days a week allowing you to complete the course at your own pace and study at your own leisure.

We offer state of the art computer training rooms

Whether you are conducting group training with our trainers or you own, our computer training rooms are equipped with the latest technology and the computers support the most sophisticated software.

Our trainers are the best in the industry

Trainers from industry backgrounds with practical experience provide students with much more insight into the powerful applications that they train in rather than text book theories. All these aspects enable us to provide a professional and well-rounded training experience for our students.

We offer unlimited support upon course completion

This support is offered free of charge and is available for an unlimited amount of time. Based on student feedback, we have found that email support is the most efficient and effective means for providing support as the trainers can access their emails during their training sessions and can respond instantly rather than the student waiting until the trainer is out of training.

Certificate IV in Bookkeeping/Certificate IV in Accounting

Course Registration



To register, please complete this form and email it to reception@appliededucation.edu.au

Student Details

Name:	Company:
Address:	
Email:	Phone:

Course & Pricing Details – Please circle your selections

	Classroom Delivery	Self-Paced Learning	Recognised Prior Learning	Flexible Learning (Plus \$90 per classroom session attended)
Certificate IV in Bookkeeping (FNS40215) Date: _____	\$2,865	\$1,890	\$1,890	\$2,015
Certificate IV in Accounting (FNS40615) Date: _____	\$2,865	\$1,890	\$1,890	\$2,015
Dual Qualification Date: _____	\$3,065	\$2,090	\$2,090	\$2,290
Do you require Hard Copy Manuals? (Complete set inc postage)	YES (+\$200)		NO (+\$0)	

Payment Details

<input type="checkbox"/> Upfront Payment All payment options are available below <input type="checkbox"/> Direct Deposit Applied Education BSB: 306104 Account: 0643327 Please quote your company name as the reference <input type="checkbox"/> Cheque Please make payable to 'Applied Education' and send to Level 1, 524 Hay Street, Perth WA 6000	<input type="checkbox"/> Payment Plan Credit card option only applies <input type="checkbox"/> Credit Card Please debit (3% surcharge applies to AMEX and Diners): O Mastercard O Visa O AMEX O Diners Card <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card: _____ Signature: _____
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Additional Registration Details

Disabilities (please tick)
 Do you consider yourself to have a disability, impairment or long-term condition? Yes No
 If yes, please tick applicable: Hearing Mental Illness Physical Visual Other

Student Declaration (please tick)
 I have read and agree to the Applied Education Student Handbook (refer to our website for a copy).
 I confirm the accuracy of the information provided.
 I understand that my personal information may be disclosed to a registering body official for audit purposes.

Student Signature	Date
Parent/Guardian Signature*	Date

*If student is under 18 years of age

Diploma of Accounting

FNS50215

Advanced Diploma of Accounting

FNS60215

with Taxation or Commercial Specialisation

Diploma of Accounting

Advanced Diploma of Accounting

The Diploma of Accounting (FNS50215) is designed for anyone taking the first step to transition from being a BAS Agent to a Tax Agent. It is also ideal for anyone beginning a career in accounting, employees responsible for financial reporting, practising bookkeepers and anyone managing a business who wants to learn the fundamentals of accounting and undertake accredited accounting training.



Upon successful completion of this course, you will receive the Diploma of Accounting (FNS50215).

The Advanced Diploma of Accounting (FNS60215) is designed for anyone who wishes to advance their career to tax agent status or commercial accountant for improved charge out rates or salary. It is also undertaken by students who want a pathway to University or membership to the Institute of Public Accountants.

Upon successful completion of this course, endorsed by the Institute of Public Accountants (IPA), you will receive the Advanced Diploma of Accounting (FNS60215).

NATIONALLY RECOGNISED

Nationally Recognised qualification.

FLEXIBLE STUDY

Learn Self- Paced from Home or Work or use your prior knowledge to pass the course using Recognised Prior Learning.

PAYMENT PLANS AVAILABLE

Contact us for details of our Payment plans to help you spread the cost of your study.

EXPERIENCED TUTORS

Learn from highly experienced tutors who can bring real life experiences to your study.

Future Skills WA

FNS50215 Diploma of Accounting



Core Units

Code	Description
FNSACC501	Provide financial and business performance information
FNSACC502	Prepare legally compliant tax returns for individuals
FNSACC503	Manage budgets and forecasts
FNSACC504	Prepare financial reports for corporate entities
FNSACC506	Implement and maintain internal control procedures
FNSACC507	Provide management accounting information

Elective Units

Please note the below can be substituted for other units via Credit Transfer if required – contact us for further details.

Code	Description
FNSACC301	Process financial transactions and extract interim reports
FNSBKG404	Carry out business activity and instalment activity statement tasks
FNSBKG405	Establish and maintain a payroll system
BSBFIA401	Prepare financial reports
BSBITU402	Develop and use complex spreadsheets

* Please note that BSBFIA401 Prepare financial reports must be completed prior to FNSACC504 Prepare financial reports for corporate entities commencing.

Order of Study – Foundation Units

Code	Description
FNSACC604	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC502	Prepare tax documentation for individuals
FNSACC503	Manage budgets and forecasts
FNSACC504*	Prepare financial reports for corporate entities
FNSACC507	Provide management accounting information
FNSACC506	Implement and maintain internal control procedures

Elective Units

Please note the below can be substituted for other units via Credit Transfer if required – contact us for further details.

Code	Description
BSBFIA401	Prepare financial reports
FNSACC301	Process financial transactions and extract interim reports
FNSBKG402	Establish and maintain a cash accounting system
FNSBKG403	Establish and maintain an accrual accounting system
FNSBKG404	Carry out Business Activity and Instalment Activity Statement tasks
FNSBKG405	Establish and maintain a payroll system

* Please note that BSBFIA401 Prepare financial reports & FNSACC301 Process financial transactions and extract interim reports must be completed prior to FNSACC504 Prepare financial reports for corporate entities commencing.

Order of Study – Foundation Units

Code	Description
FNSACC604	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC502	Prepare tax documentation for individuals
FNSACC503	Manage budgets and forecasts
FNSACC504*	Prepare financial reports for corporate entities
FNSACC507	Provide management accounting information
FNSACC506	Implement and maintain internal control procedures

Elective Units

Please note the below can be substituted for other units via Credit Transfer if required – contact us for further details.

Code	Description
FNSACC603	Implement tax plans and evaluate tax compliance
FNSACC601*	Prepare and administer compliant tax returns for legal entities
FNSTPB504	Apply legal principles in corporations and trusts law
FNSTPB505	Apply legal principles in property law
FNSTPB503	Apply legal principles in consumer and contract law
FNSACC501	Provide Financial and business performance information

*Please note that BSBFIA401 Prepare financial reports & FNSACC301 Process financial transactions and extract interim reports must be completed prior to FNSACC504 Prepare financial reports for corporate entities commencing.

Self-Paced Learning

Self-paced learning is a convenient, effective and affordable way to learn. You can complete the course at your own pace and your own leisure whilst still having access to the Training and Assessment team for support to maximise your learning experience.

Classroom Delivery (Part-Time)

Our popular classroom course in Perth offers comprehensive hands on instructions and personal interaction with the trainer. Our courses are conveniently run on a part time basis, 1 day a week at various times throughout the year.

Pricing Options

FNS50215 Diploma of Accounting

	<u>Classroom Delivery</u>	<u>Self-Paced Delivery</u>
Core Units Only	\$3,490	\$2,135
Combo (Core & Electives)	Please contact us for details	\$2,890

FNS60215 Advanced Diploma of Accounting

	<u>Classroom Delivery</u>	<u>Self-Paced Delivery</u>
Core Units (Upgrade from Diploma)	Please contact us for details	\$1,490
Foundation Units – 8 Units	\$4,490	\$2,790
Commercial Specialisation – 14 Units	Please contact us for details	\$3,490
Tax Agent Specialisation – 16 units	Please contact us for details	\$4,990
Tax Agent Specialisation – 14 units	Please contact us for details	\$4,690

Course Materials:

Course manuals from all Certificate IV level units will be provided. For the Diploma and Advanced Diploma level units, course manuals will need to be purchased directly from our suppliers.

Assessments:

Assessments are conducted open book at either your home or office and comprise of theory and practical exercises, which depending on the length of the course taken, are to be completed within 12 and 24 months from date of enrolment. Tax Agent registration units also include a final 3 hours open book exam which can be undertaken in any location that has an internet connection

Payment Plans:

We understand not everyone has the financial resources upfront to invest in training so we now offer payment plans to get you moving faster towards your future. A \$600 deposit is taken and then the remainder of the course cost divided by 6 per month for 6 months. There is no finance charge or penalty incurred for payments made this way but we do require students to possess a valid credit card.

Applied Education is one of Australia's leading providers of training services. Our mission is to provide participants with career-oriented and job related skills training that will allow them to meet the employment needs of the business community. We offer courses nationally in Bookkeeping & Accounting, Payroll & Taxation, Project Management, Microsoft, MYOB, QuickBooks/ Accounts Reckon, Xero and other unique courses.

As you'll see, there are a number of reasons why Applied Education is now the trainer of choice for some of Australia's best known organisations.

We offer Nationally Recognised Qualifications

We are a Registered Training Organisation (ID 52240) and therefore we must meet the stringent Standards for NVR Registered Training Organisations. We participate in ongoing audits to ensure our training and qualifications offered are current and we comply with these Standards for Continuing Registration at all times.

We have a successful track record in delivering training to leading companies

Since 1999, our highly qualified trainers have been delivering cutting edge training to some of Australia's leading companies. Our high quality training is supported by in-depth training materials and continual feedback systems allowing us to improve and refine what we offer to meet the demands of the ever evolving workplace.

We offer flexible learning options to suit you

We offer public classroom courses, self-paced learning, recognised prior learning (with an option of a Workplace Assessment in Perth only), online learning, DVD learning, group training (held at either our venue or your office) and computer training rooms for hire giving you all the options you need to fit professional development into your company's professional development program.

We utilise world class technologies for our online learning platform

Our online learning platform has been custom built to provide you with an all-in-one learning environment where you can access tutorials, assessments, the required readings and other resources. You can also submit your assessments for marking. It is ideal for busy professionals who require 'on demand' training which is available 24 hours a day, 7 days a week allowing you to complete the course at your own pace and study at your own leisure.

We offer state of the art computer training rooms

Whether you are conducting group training with our trainers or you own, our computer training rooms are equipped with the latest technology and the computers support the most sophisticated software.

Our trainers are the best in the industry

Trainers from industry backgrounds with practical experience provide students with much more insight into the powerful applications that they train in rather than text book theories. All these aspects enable us to provide a professional and well-rounded training experience for our students.

We offer unlimited support upon course completion

This support is offered free of charge and is available for an unlimited amount of time. Based on student feedback, we have found that email support is the most efficient and effective means for providing support as the trainers can access their emails during their training sessions and can respond instantly rather than the student waiting until the trainer is out of training.

We offer superior manuals and student exercise files

Our course content and manuals are sourced from a leading supplier of quality manuals and student exercise files. The manuals are mainly used for instructor-led training and classroom teaching but can also be used by individuals who require self-paced learning material.

