Package (courses) descriptions

Certificate IV in Accounting
This qualification provides you with the skills and knowledge to work in the financial services sector and other industries requiring accounting support functions. You will gain skills in BAS and other tax requirements, operational reporting of accounting information, operations of computer-based financial systems, maintaining inventory records, payroll and accounting compliance. This qualification is cited as meeting some of the requirements for registration as a provider of BAS services for a fee or other reward by the Tax Practitioners Board.

Diploma of Accounting
This qualification equips you to perform professional accounting job roles in financial services and other industries. You will acquire a wide range of skills including introducing and maintaining accounting systems; maintaining internal control systems; preparing financial statements for reporting entities; preparing tax returns for Individuals; reporting on business performance; and preparing accounting reports for management.

Advanced Diploma of Accounting
This qualification builds on the skills developed during the Diploma course and increases the number of employment roles in financial services and other industries. You will enhance your analytical skills in the area of financial statement analysis and management accounting reporting. You will also gain knowledge in company & commercial law, corporate governance issues and what impact the economy has on business. The qualification contributes to, but does not encompass, educational requirements for providing tax agent services.

Career opportunity
Employment across various job roles in the bookkeeping and accounting profession, including duties such as accounts payable and receivable, inventory, payroll, preparing BAS information, introducing and maintaining accounting systems; maintaining internal control systems;

Preparing financial statements for non-reporting entity; preparing tax returns; reporting on business performance; and preparing accounting reports for management.

Where to from here?
Leads to further studies in the Bachelor of Business (Accounting), Bachelor of Accounting, Bachelor of Business, Bachelor of Commerce and the Bachelor of Management.

Entry requirements
IELTS 5.5 or equivalent. Complete Year 12 or country equivalent. Certificate IV in Accounting is the pre-requisite for Diploma of Accounting, and Diploma of Accounting is the pre-requisite for Advanced Diploma of Accounting.

Assessment
Practical demonstration, questioning, discussion, written and oral tests, assignments/projects, case studies and participation in class activities.

Study mode
Full time. Training is delivered face-to-face in computer classroom.

For more information, please contact

www.sunitafe.edu.au/international

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Course Structure

**FNS40611 Certificate IV in Accounting**

Stage 1 (23 weeks)
- FNSACC303A Perform financial calculations
- FNSACC405A Maintain inventory records
- FNSBK405A Establish and maintain a payroll system
- BSBITU402A Develop and use complex spreadsheets
- FNSACC301A Process financial transactions and extract interim reports
- FNSACC403B Make decisions in a legal context
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC406A Set up and operate a computerised accounting system
- FNSBK404A Carry out business activity and instalment activity statement tasks
- FNSINC401A Apply principles of professional practice to work in the financial services industry
- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBHO5201A Participate in OHS processes

**FNS50210 Diploma of Accounting**

Stage 2 (22 weeks)
- FNSACC501A Provide financial and business performance information
- FNSACC502B Prepare legally compliant tax returns for individuals
- FNSACC503A Manage budgets and forecasts
- FNSACC504A Prepare financial reports for corporate entities
- FNSACC506A Implement and maintain internal control procedures
- FNSACC507A Provide management accounting information
- FNSACC505A Establish and maintain accounting information systems

**FNS60210 Advanced Diploma of Accounting**

Stage 3 (22 weeks)
- FNSACC604A Monitor corporate governance activities
- FNSINC601A Apply economic principles to work in the financial services industry
- FNSINC602A Interpret and use financial statistics and tools
- FNSACC613A Prepare and analyse management accounting information
- FNSACC614A Prepare complex corporate financial reports
- FNSTPB503 Apply legal principles in consumer and contract law
- FNSTPB504 Apply legal principles in corporations and trusts law

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