



School of finance

FNS60204 ADVANCED DIPLOMA OF ACCOUNTING

INDUSTRY CORE UNITS

FNSICGEN301B	Communicate in the workplace	FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace	FNSICIND401B	Apply principles of professional practice to work in the financial services industry

GROUP A UNITS*

FNSICACC304B	Prepare and bank receipts	FNSICACC306B	Process journal entries
FNSACCT407B	Set up and operate a computerised accounting system	BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain financial records		

PREREQUISITE UNITS

FNSACCT502B	Prepare income tax returns	FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity	FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information		

SECTORAL CORE UNIT

FNSACCT604B	Monitor corporate governance activities
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ELECTIVE UNITS

FNSACCT501B	Provide financial and business performance information	BSBADM404A	Develop and use complex spreadsheets
FNSACCT601B	Prepare complex tax returns and lodgements	FNSACCT605B	Implement organisational improvement programs
FNSACCT606B	Conduct internal audit	FNSACCT607B	Evaluate business performance
FNSICORG609B	Develop and manage financial systems		



Descriptor

This course is for people who want to become accountants, and be able to operate independently in an accounting environment. You will be trained in financial management, management accounting, auditing, taxation, how to prepare and analyse reports and financial statements. This course may enable you to gain professional recognition. However, participants seeking professional identification and registration will need to ensure the choice of electives will cover the required registration requirements.

Course of study* To attain a FNS60204 Advanced Diploma of Accounting qualification, the 17 units listed above (excluding the Group A units) must be completed. Students undertaking this course at the College with no prior experience or qualifications in Accounting, are encouraged to undertake the units listed in Group A. This will enable students to attain the necessary underpinning skills and knowledge to undertake the advanced units. Students who complete all 22 units will be eligible to receive the FNS50204 Diploma of Accounting and FNS60204 Advanced Diploma of Accounting.

Mode of delivery:

This course will be delivered via face to face and distance education components with nominal hours of 20 hours per week.

Assessment:

Assessments will be conducted to determine the achievement of competency-based learning outcomes. Assessments may include written assignments, projects, observations, practical skills demonstrations, participation in role plays, written reports and may be conducted in real and/or simulated workplace environments.

Nominal Hours: 1600

Course Duration: 2 years being 104 weeks (consisting of 80 weeks tuition and up to 24 weeks holiday)

Target Groups:

Available to Domestic Students and International Students who want to become accountants. (International Students must hold an approved visa & study on a full-time basis)

Other Important Information:

Further important information (including the course credit and entry requirements) is available on the College website under *Studying with us*. Note: Several of the core units listed above are common to Certificate III, Certificate IV and Diploma qualifications from the FNS04 Financial Services Training Package. Those who have previously gained a Certificate III, Certificate IV or Diploma will have had all or some of these units assessed. If these core units have not been previously assessed they will need to be demonstrated prior to the awarding of an Advanced Diploma qualification.



Pathways from this qualification

When you complete this course, you can apply to undertake university degrees in accounting, business or commerce.

Employability Skills for FNS60204 Advanced Diploma of Accounting

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Industry/enterprise requirements for this qualification include:

<i>Communication</i>	<ul style="list-style-type: none">• developing and writing reports to specifications• negotiating solutions with clients• preparing and presenting correspondence in appropriate electronic formats• questioning, listening and clarifying client's requirements• using a range of presentation skills and presenting financial reports using graphs, diagrams and tables
<i>Teamwork</i>	<ul style="list-style-type: none">• liaising with government collection agencies and working with internal staff to achieve team goals• negotiating and agreeing with staff on performance standards
<i>Problem solving</i>	<ul style="list-style-type: none">• aligning requirements of the system with the needs of users• analysing and synthesising information and determining levels of risk• applying estimating, forecasting and analysis skills• conducting variance and cost benefit analyses• developing financial performance indicators and security arrangements to ensure the integrity of the system• establishing and reviewing assumptions/parameters• identifying financial risks• preparing complex taxation returns• testing procedures and analysing internal control procedures• using problem solving tools and techniques• using sampling and selection techniques
<i>Initiative and enterprise</i>	<ul style="list-style-type: none">• applying referral skills• contributing to solutions for workplace challenges• demonstrating flexibility to meet changing environments• designing appropriate formats for reports• investigating corporate governance trends
<i>Planning and organising</i>	<ul style="list-style-type: none">• allocating and reviewing resource allocation and maintaining accurate records• developing and monitoring implementation plans• ensuring the integrity of systems, records and reporting procedures are maintained• establishing and monitoring performance targets• implementing internal financial audit to ensure ongoing compliance
<i>Self management</i>	<ul style="list-style-type: none">• defining and working within own work role• managing own time and priorities and dealing with contingencies• taking responsibility as required by work role and ensuring all organisational policies and procedures are followed• understanding and acting upon compliance requirements• working ethically and complying with industry Professional Code of Practice and legislative requirements
<i>Learning</i>	<ul style="list-style-type: none">• adapting to change in technical and work procedures• developing and maintaining personal competence• identifying opportunities for professional development• maintaining currency of knowledge of legislation and industry Codes of Practice• using online help for self learning purposes
<i>Technology</i>	<ul style="list-style-type: none">• conducting web searches and using corporate templates• evaluating information technology systems and having the capacity to troubleshoot problems• using business technology such as computers and applying word processing, spreadsheet and database skills to produce workplace documents• using research data devices and telecommunication devices and equipment• using technology to manage financial information and to assist in the planning process

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.