



Westminster College

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SYDNEY NSW 2000

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The logo below symbolises a Registered Training Organisation (RTO) that is an organisation that is registered to deliver Australian Nationally Recognised Training and qualifications



NATIONALLY RECOGNISED
TRAINING

FNS50222 Diploma of Accounting

Course Code: 110795M

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| 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 |
| BSBWHS521 | Ensure a safe workplace for a work area | Elective |
| FNSACC505 | Establish and maintain accounting information systems | Elective |
| FNSORG515 | Prepare Financial reports to meet statutory requirements | Elective |
| FNSORG506 | Prepare financial forecasts and projections | Elective |

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| Entry Requirements | <p>Prior to commencing this qualification an individual must have completed the following Units of Competency (or equivalent).</p> <ul style="list-style-type: none"> 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). <p>These competencies may have been achieved through completion of the following (or their equivalent):</p> <ul style="list-style-type: none"> FNSSS00014 Accounting Principles Skill Set or FNS40222 Certificate IV in Accounting and Bookkeeping; plus Pre-Enrolment Questionnaire (Onshore Students only) Statement of Purpose (SOP) (Offshore students only) Student Visa Supporting Evidence Checklist (GTE) (Offshore students only) IELTS Level 5.5 or an equivalent. <p>To review the electives as listed in the National Training Package, they are available at https://training.gov.au/Training/Details/FNS5022.</p> |
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| Outcome | <p>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.</p> <p>Licensing, legislative, regulatory or certification considerations</p> <p>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.</p> <p>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.</p> |
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| Education & Migration Agents | <p>Westminster College uses the resources of Registered Education and/or Migration Agents for the recruitment of international students. Our recommended agents are listed on the College website http://www.westminster.nsw.edu.au/. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or enquiries@westminster.nsw.edu.au/.</p> |
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For latest and updated information PLEASE refer to the College website www.westminster.nsw.edu.au

Course Information

Introduction

There are specific entry requirements for this program, and it is targeted for international students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist finance industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks, and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework

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| Duration and Conduct | To maintain satisfactory course progress, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress. | | | |
| Tuition Fee | \$8,000.00 not including the required textbooks. | | Total Fee Due | \$8,400.00 |
| Enrolment fee | \$200.00 – Non-refundable. Included in tuition fee. | | | |
| Material fee | \$200.00 Covering the purchase of all required text and reference material and a fixed printing charge | | | |
| Payment Schedule (Prior to the commencement of each Term) | 1st | 2nd | 3rd | 4th |
| | \$2,400.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Tuition Fee Payment | Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course; Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course; A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document. | | | |
| Certification | All assessments must be completed successfully for the issue of a Certificate - FNS50222 Diploma of Accounting. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued. | | | |

Course Conduct

The program will be delivered by Westminster College at a location that meets the College environmental requirements as an institution-based Training and Assessment program. A students' program is considered to have completed a successful academic program with a determination of **COMPETENT** in 11 Units of Competency over a maximum period of 40 study weeks. The delivery method that will be available is face to face institution based. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for recreation (12 weeks).

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Westminster College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Westminster College promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions, and it can be determined by applying for an application from your agent or directly from Westminster College.

Attendance Requirement

To maintain satisfactory course progress for the program duration, a student is expected to maintain satisfactory attendance (80%), as well as participate in classroom learning activities. Attendance is determined as 2.5 days per academic week. Students are also required to successfully complete all their assessment tasks and achieve a pass of not less than 50% throughout the program. This represents satisfactory course progress.

Assessment

Westminster College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects, and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts. Where a student fails one (1) or more assessment methods within a single UOC, they are to be re-assessed once, free of charge, and this must be completed seven (7) days, as per the College's re-assessment policy. If the student does not pass the free additional assessment method, they are to be offered one (1) more opportunity for re assessment, and that they must be charged a fee for the opportunity and submitted within seven (7) days. If the submission is still Unsatisfactory the recorded outcome will be NYC.

Campus Location

Suite 501, Level 5, 541 Kent Street, SYDNEY NSW 2000 AUSTRALIA

Email: enquiries@westminster.nsw.edu.au

Website www.westminster.nsw.edu.au