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**FNS50217 Diploma of Accounting**

**AUSTRALIAN QUALIFICATION**

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| **Course** | **FNS50217 Diploma of Accounting** |
| Registered Training Organisation | Chisholm Institute  121 Stud Road  Dandenong, Victoria, Australia 3175  **RTO Registration No. 0260** |
| Chisholm Course Coordinator | Chisholm Coordinator:  Manali Mahamuni  Email: [Manali.Mahamuni@chisholm.edu.au](mailto:Manali.Mahamuni@chisholm.edu.au) |
| Entry Requirements | 1. Chisholm English Language Level 5.5 |
| Course Duration | Three Years:   * Year 1 - Study of English and the awarding upon successful completion of the Chisholm English Certificate. * Years 2 and 3 - FNS50217 Diploma of Accounting (Australian) incorporating FNS40217 Certificate IV in Accounting and Bookkeeping |
| Method of Delivery | The course is full time delivered in class for 25 hours per week - 40 weeks per year.  The last semester of Year 3 will include practical placement in industry. |
| Course Overview | Certificate IV (FNS40217)  This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work.    Diploma of Accounting (FNS50217)  This qualification reflects professional 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. |
| Sample Units of Competency | Your full list of competencies will be provided to you at the commencement of your course. The following are sample units:  Certificate IV in Accounting and Bookkeeping (FNS40217)  FNSACC311 : Process financial transactions and extract interim reports  FNSACC3 : Administer subsidiary accounts and ledgers  BSBFIA401 : Prepare financial reports  BSBITU306: Design and produce business documents  FNSTPB402 Establish and maintain payroll systems  Diploma of Accounting (FNS50217)  BSBITU402: Develop and use complex spreadsheets  FNSACC513: Manage budgets and forecasts  FNSACC516: Implement and maintain internal control procedures  FNSACC517: Provide management accounting information  FNSACC511: Provide financial and business performance information  FNSACC514: Prepare financial reports for corporate entities  FNSFLT502: Facilitate Customer awareness of Australian Financial Systems |
| Chisholm’s Obligations to you | You will be enrolled as a student at Chisholm as well our Training Partner Institute. This means that Chisholm will be responsible for the quality of your training and assessment. It also means that you will be covered by Chisholm policies in the event that our Training Partner Institute ceases delivery of this course.  Upon graduation you will be awarded:   * Chisholm Institute English Certificate * Certificate IV in Accounting and Bookkeeping (FNS40217) * Diploma of Accounting (FNS50217) * Diploma from your Institute   Upon enrolment you will be provided with a Student Handbook with information about the course, units, assessment, learning resources, policies and coordinator details.  You will also be provided with a copy of the learning resources for the course such as text books, manuals and handouts. You will be advised by our Training Partner Institute of any additional materials and equipment you need to provide. |
| Grievances | Chisholm recognises that from time to time student grievances or complaints may occur on various matters. The Chisholm Complaint Policy is designed to facilitate the equitable and speedy resolution of these grievances. All students are entitled to fair and consistent treatment and prompt consideration and resolution of complaints. You can gain further information through your course coordinator or the Chisholm course coordinator. |
| Chisholm Policies | Chisholm policies and procedures are available on the internet:  <https://qms.chisholm.edu.au/> |
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| Fees | You will be advised of the fees, payment terms and conditions and refund policy for this course by our Training Partner Institute. |

