

FNS50204

Diploma of Accounting



The Illawarra
Business College



INDUSTRY CORE UNITS

FNSICGEN301B Communicate in the workplace

FNSICGEN304B Apply health and safety practices in the workplace

FNSICGEN302B Use technology in the workplace

FNSICIND401B Apply principles of professional practice to work in the financial services industry

PREREQUISITE UNITS

FNSICACC304B Prepare and bank receipts

BSBADM408A Prepare financial reports

FNSICACC306B Process journal entries

BSBCMN308A Maintain financial records

FNSACCT407B Set up and operate a computerised accounting system

SECTORAL CORE UNITS

FNSACCT502B Prepare income tax returns

FNSACCT506B Implement and maintain internal control procedures

FNSACCT503B Manage budgets and forecasts

FNSACCT507B Provide management accounting information

FNSACCT504B Prepare financial reports for a reporting entity

ELECTIVES

FNSACCT405A Prepare financial statements

BSBADM308A Process Payroll

FNSACCT501B Provide financial and business performance information

Descriptor

This qualification is designed to reflect the role of employees working in accounting who perform duties such as:

- introducing and maintaining accounting systems
- maintaining internal control systems
- preparing financial statements for a reporting entity
- preparing tax returns
- reporting on business performance

Mode of delivery:

This course is available to overseas students holding approved visas only on a full-time basis.

Note: Several of the core units are common to Certificate III and Certificate IV qualifications from the FNS04 Financial Services Training Package. Those who have previously gained a Certificate III or Certificate IV 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 a Diploma qualification.

Course Duration: 1 year (52 weeks)

Assessment:

Assessments will be conducted to determine the achievement of competency-based learning outcomes. Assessments will 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.



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Employability Skills for FNS50204 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">• compiling data and preparing financial statements and adhoc reports• developing and writing reports to specifications• discussing and negotiating with stakeholders on matters relating to financial management• liaising, listening and consulting• using effective telephone techniques and have the ability to negotiate resolutions with clients and colleagues• preparing and presenting correspondence in appropriate electronic format
<i>Teamwork</i>	<ul style="list-style-type: none">• contributing and working with others to implement policies and procedures• referring matters to nominated person as required
<i>Problem solving</i>	<ul style="list-style-type: none">• applying estimating, forecasting and analysis skills• conducting variance and cost benefit analyses• determining security protocols• developing financial performance indicators and security arrangements to ensure the integrity of the system• establishing and reviewing assumptions/parameters• identifying financial risks• identifying OHS hazards and exercising risk control• solving discrepancies
<i>Initiative and enterprise</i>	<ul style="list-style-type: none">• applying learning about ergonomic activities to develop improved processes• applying referral skills• designing reports to effectively present workplace information• identifying trends in the industry• referring non-routine problems to a nominated person• researching the feasibility of workplace opportunities
<i>Planning and organising</i>	<ul style="list-style-type: none">• establishing and maintaining an accounting system• establishing, monitoring and reviewing reporting systems• maintaining accounting records for compliance purposes• maintaining systems, records and reporting procedures• preparing, documenting and managing budgets and forecasts• preparing taxation returns• researching and managing data collection and testing• setting milestones and performance indicators• timetabling, scheduling reports and lodgements
<i>Self management</i>	<ul style="list-style-type: none">• adapting to change in technology and work practices• defining own work role and understanding limits of responsibility• developing internal control procedures for corporate governance• identifying and acting upon professional development opportunities• 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">• developing and maintaining personal competence• following workplace safety procedures• maintaining currency of knowledge of relevant legislation and Codes of Practice• using online help for self learning purposes
<i>Technology</i>	<ul style="list-style-type: none">• adapting to change in technology and working within ergonomic guidelines• using technology to assist the management of information and to establish and operate systems• using word processing, spreadsheet and database skills to produce workplace documents and reports

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