

FNS60204

Advanced Diploma of Accounting



The Illawarra
Business College



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

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 UNITS

FNSACCT604B Monitor corporate governance activities

ELECTIVES

FNSACCT605B Implement organisational improvement programs

FNSACCT606B Conduct internal audit

FNSACCT607B Evaluate business performance

FNSACCT609B Evaluate financial risk

FNSACCT501B Provide financial and business performance information

FNSACCT403B Prepare operational budgets

BSBADM404A Develop and use complex spreadsheets

Descriptor

This course is for people who want to work as accountants, or become managers in financial institutions. You will be trained in financial management, management accounting, auditing, taxation, business and company law, how to produce and analyse reports and financial statements and how to design and implementation of financial systems. This course will enable you to gain the academic requirements for Associate Membership of the National Institute of Accountants. It is aimed at the workplace and with a wide range of variables within the package it can be tailored to your needs.

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 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.

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 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.