FNS50222 - Diploma of Accounting

COURSE INFORMATION

Nationally Recognised Training

RTO Code: 45717 | **ACN:** 602 641 510 | **W:** www.mycpe.com.au | **E:** hello@mycpe.com.au

FNS50222 - Diploma of Accounting

The Diploma of Accounting is a qualification that 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.

The Diploma of Accounting is also the entry-level qualification necessary to apply to register as a tax agent through Item 203 as outlined in the TASR.

Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

You will be fully supported by our expert trainers/assessors and the dedicated student support team at My CPE. On successful completion of this program, students will have gained valuable skills and knowledge to apply to a multitude of roles and industries as well as establish a pathway to higher education.

*Note, the course has specific entry requirements.

Program Details

Qualification: Diploma
Nationally recognised: Yes
Delivery mode: Online
Program duration: 1 year
Start anytime: Yes
Self-paced: Yes
Fee: $4,750.00
Instructor-Led Group Fee: $4,250.00
Funding/Payment plan: Yes, subject to eligibility
RPL Options: Yes

Assessment

Assessments may include a blend of:

- Theory Assessment
- Written Report/reflection
- Project Work/Practical activities
- Role Play/Observation
- Examination (open book)
- Case Studies.

Career Opportunities

- Accountant (General)
- Accounts Manager
- Assistant Accountant
- Accounts receivable or payable officer
- Bookkeeper
- Budget Controller
- Executive Officer in Accounting
- Supervisor of Accounts Department.

Contact us for more information
E: hello@mycpe.com.au

Entry Requirements

To be eligible to enrol in the Diploma of Accounting, candidates must demonstrate they have met the course entry requirements below. The individual must have completed the following units of competency (or equivalent):

- 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).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set, or
- FNS40222 Certificate IV in Accounting and Bookkeeping.

Unit Descriptions

The qualification includes a total of 11 units, comprising of 7 core units plus 4 elective units. This course is offered with two elective stream options.

Stream A will suit those who either plan to work in professional accounting roles or those aiming to establish a business providing accounting services to consumers in the scope of a BAS or tax agent registered with the Tax Practitioner Board. Stream A encompasses a well-rounded selection of units of competency in accounting, business, and payroll to impart skills and knowledge beneficial when engaging a team of workers, employing others, or providing accounting and payroll services to consumers.

Stream B reflects the job roles of workers who perform both accounting and payroll tasks in a variety of industries. It will suit those who either plan to work in accounting and payroll roles or those aiming to establish a business providing accounting and payroll services to consumers in the scope of a BAS or tax agent registered with the Tax Practitioner Board. Stream B encompasses a selection of units of competency ideal for those aiming to specialise in accounting and payroll.

CORE UNITS

FNSACC521 - Provide financial and business performance information

- Assess client needs
- Analyse data
- Prepare advice.

FNSACC522 - Prepare tax documentation for Individuals**

- Gather and verify data
- Calculate taxable income
- Review compliance.

FNSACC523 - Manage budgets and forecasts

- Prepare budgets and forecast estimates
- Document budget
- Monitor budget outcomes.

FNSACC524 - Prepare financial reports for corporate entities

- Compile data
- Prepare reports
- Apply relevant accounting standards.

FNSACC526 - Implement and maintain internal control procedures

- Review corporate governance requirements
- Implement operating procedures
- Monitor policy.

FNSACC527 - Provide management accounting information

- Gather and record operating and cost data
- Analyse data and prepare budgeted reports
- Review costing system integrity.

BSBTEC402 Design and produce complex spreadsheets

- Prepare and plan to develop spreadsheets
- Develop a linked spreadsheet solution
- Automate and standardise spreadsheet operation
- Represent numerical data in graphic form and store spreadsheets.

ELECTIVE UNITS - STREAM A

FNSACC505 - Establish and maintain accounting information systems

- Identify and record system requirements
- Evaluate alternative systems & acceptance test system
- Prepare system documentation
- Implement reporting systems and records.

BSBPEF501 Manage personal and professional development

- Manage work goal development
- Facilitate achievement of work priorities
- Develop and maintain professional competence.

BSBHRM526 - Manage payroll

- Establish procedures for management of payroll
- Prepare payroll data
- Authorise payment of salaries
- Administer salary records.

BSBLDR413 - Lead effective workplace relationships

- Prepare to lead workplace relationships
- Lead workplace relationships
- Review leadership.

ELECTIVE UNITS - STREAM B

FNSPAY511 - Process salary packaging arrangements and additional allowances in payroll

- Compile data
- Prepare reports
- Apply relevant accounting standards.

FNSPAY512 - Process superannuation payments in payroll

- Establish framework for superannuation payments
- Collect and prepare information
- Calculate and verify superannuation payments
- Distribute and maintain relevant information.

FNSPAY514 - Interpret and apply knowledge of industrial regulations relevant to payroll

- Research industry regulations relating to payroll services
- Interpret impact of regulations on payroll services
- Maintain compliance of payroll services with regulations.

FNSPAY515 - Interpret and apply knowledge of taxation systems relevant to payroll

- Analyse taxation systems relevant to payroll
- Evaluate impact of taxation systems on payroll services
- Ensure payroll services comply with taxation systems
- Maintain compliance with taxation systems.

Note: Additional units may be required for registration as a tax agent with the Tax Practitioners Board.

Units in this qualification	Prerequisite units
FNSACC601 - Prepare and administer tax documentation for legal entities	FNSACC522 - Prepare tax documentation for individuals**
FNSACC607 - Evaluate business performance	FNSACC521 - Provide financial and business performance information

Funding Opportunities

If you are interested in completing a qualification with My CPE, you may be eligible for government funding through various schemes.

Further information can be found at:
https://www.dewr.gov.au/skills-education-and-employment

Study with My CPE

Our online self-paced learning programs provide flexibility to study in your own time, at your own pace, and in your own environment... anywhere, anytime.

The program is delivered online over a 12-month period; however, you are able to complete the program at a faster pace.

You are encouraged to take an active part in managing your learning outcomes. Be assured your trainer will be available to provide support and guidance where necessary. The experienced and dedicated team at My CPE is keen to see you succeed.

Entry Requirements

- Completion of the units specified
- Be aged 18 years or over
- Hold a minimum of a Higher School Certificate (or equivalent)
- Be able to commit to the course duration and time frame
- Have completed the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment
- Currently working in bookkeeping, accounting, or payroll role with current work experience, hoever this is not essential
- Have access to the relevant resources.

Pathways from the Qualification

- A further learning pathway utilising qualifications such as the Advanced Diploma of Accounting or the Diploma of Payroll Services would support career progression.

Support

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- Pre-enrolment information
- How to enrol in a course
- Payment options
- Terms and conditions
- Course curriculum
- Credit Transfer and the RPL process
- Assessment processes
- Student support and wellbeing
- Extensions and applicable fees
- Administration queries.

Recognition of Prior Learning (RPL) / Credit Transfer

- Recognition of Prior Learning (RPL) and Credit Transfer options are available to eligible applicants. Individuals are encouraged to contact My CPE to discuss their personal learning pathway and determine their eligibility for Credit Transfer or RPL
- RPL is the process of recognising the experience and skills that a person has acquired throughout their career. The principles of RPL will be applied at all stages of your program. If existing competence is evident, it will be recognised and applied to expedite the completion of your program
- You will be provided with an opportunity to request RPL during your interview with your Assessor; however, RPL can be requested at any stage.

Licensing/Regulatory Information

- Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements
- This qualification may include 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.

Resource Requirements

- Internet access
- Technology, office equipment, calculator, and relevant resources used in the workplace
- Software applications such as word processing, spreadsheets, presentation software and email
- Accounting and payroll software
- A recording device (such as a Smart Phone or iPad) to record work and submit via the eLearning Portal
- Basic stationary.

Duration

- You have 12 months to complete the program
- Recommended study hours per week: 20
- We may grant an extension in certain circumstances - additional program fees may apply.

Other Qualifications of Interest

- FNS50422 - Diploma of Payroll Services
- FNS40222 - Certificate IV in Accounting and Bookkeeping
- BSB50420 - Diploma of Leadership and Management.

Skill Sets of Interest

- FNSSS000004 - BAS Agent Registration Skill Set
- FNSSS00012 - Payroll Administrator Skill Set.

National Recognition

- The competencies in this program have been drawn from the nationally endorsed industry training package the Financial Services Training Package (FNS)
- On successfully completing the training and assessment, the FNS50222 - Diploma of Accounting qualification will be issued. A Record of Results listing all units of competency achieved will also be issued
- The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider financial services industry
- My CPE Pty Ltd will issue a qualification within 30 days of the final assessment being completed
- Learn more: https://training.gov.au/Training/Details/FNS50222

Assessment Requirements

Assessments have been developed with the busy learner cohort in mind to facilitate a practical approach to the performance and knowledge evidence required of the training package and relevant to those working in professional service roles.

The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment** – Involves written responses to a selection of questions which provides an opportunity to demonstrate a range of skills and knowledge applicable to the learning outcomes
- **Written Report/Reflection** - Assessment that requires the production of a written record or report based on real workplace scenarios or a case study
- **Project/Practical activities** - A project or practical activity requires the creation of various workplace documents (financial statement, risk assessment, operational plan, personal development plan or compliance initiative, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project
- **Role Play/Observation** – An opportunity to demonstrate a range of skills whilst being observed by, or interacting with, the assessor or colleagues in a simulated or real business workplace environment. These activities allow the assessor to observe the application of knowledge and skills during practical activity.
- **Case studies** - An opportunity for learners to combine their newly acquired skills and knowledge to demonstrate competence. Case Studies are often incorporated in the Project work candidates must complete
- **Examination** – Examinations are tests that can be formal or informal. Formal Examination involves the delivery of an examination which is formally supervised to meet assessment requirements as specified by the training package and in compliance with industry regulatory requirements. Quizzes may also be used to present an informal approach to learning and assessment.

Who is Responsible for Your Training?

- My CPE Pty Ltd is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates
- Registered Training Organisation – (RTO) Provider No: 45717.

NATIONALLY RECOGNISED TRAINING

Student Information

- Detailed student information is available within our Learner Handbook, which is supplied with the enrolment package
- This booklet contains important information about our student's rights and obligations, such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision
- It is important that persons applying for enrolment have had an opportunity to review this information first
- Please contact us, and we can provide this information to you straight away
- Our team is on hand to support you throughout the duration of your enrolment. We encourage communication between our students and our team, so please reach out for guidance if you have any queries.

*Note: A unit designed to meet the education requirements of the Tax Practitioner Board (TPB) will require a formal examination component, for example, FNSACC522 - Prepare tax documentation for individuals.

Where registration with the TPB is sought, assessment must reflect the conditions described by the regulator, which stipulate that a significant amount (at least 40%) must be completed under some form of independent supervision.

Where recognition of prior learning (RPL) is used, it must also meet the requirements of the Board's policy on RPL. Your assessor will provide detailed information on the specific requirements where applicable.

Regulatory requirements can be accessed on the TPB website at http://www.tpb.gov.au

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws.

These protections include areas such as unfair contract terms, a consumer guarantee to a statutory cooling-off period, and protection from unscrupulous sales practices.

You can find out more information about your rights as a consumer from the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of protection.

Please visit the following site for more information about Australian Consumer Law: www.consumer.gov.au.

Statutory cooling-off period

The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling-off period if one is applicable. A statutory cooling-off period is defined within the Australian Consumer Law introduced in 2011.

A statutory cooling-off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling-off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

My CPE do not engage in unsolicited marketing or sales tactics, and therefore, a statutory cooling-off period is not applicable to our learners who have enrolled in a program through contacting us.

For refund options in other circumstances, learners and staff must refer to the refund policy.

Fees

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, which also includes details of refund rights and obligations
- Please note we do not accept more than $1,500.00 upfront from individual learners
- Interest-free payment plans are available
- Contact us and get the ball rolling!

The Enrolment Process

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Complete the Expression of Enrolment form online at www.mycpe.com.au/enrol/
- **Step 3:** You will be contacted to discuss your potential enrolment, suitability for the training program and career plan
- **Step 4:** A Language Literacy, Numeracy and Digital Skills Assessment may be conducted
- **Step 5:** Upon confirmation of enrolment and payment or agreed payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.

Contact Us

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324 Queen St, Brisbane QLD 4000
W: www.mycpe.com.au

QUALITY

ASSESSORS

PRACTICAL FOCUS

AWARD

CONVENIENCE

SUPPORT

SUPPORT

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- How to enroll in a program
- Payment plans and options
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- Program curriculum
- Credit transfers
- RPL process
- Assessment processes
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