Course Outline

FNS50222 - Diploma of Accounting

Qualification	FNS50222 - Diploma of Accounting
CRICOS Course Code	115028K
Purpose	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.
	Licensing, legislative, regulatory or certification considerations
	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.
	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.
Course Provider	Angel Investments Group Pty Ltd T/A Sacred Heart International College RTO ID: 45168 CRIICOS ID: 03606A Phone: 03 9453 8330 Email: bhallinder@shic.vic.edu.au
Delivery Mode	Face to Face - classroom based
Delivery Site/Location	Level 3, 271 - 281 Bourke Street, Melbourne Victoria 3000
Course Duration	**56 weeks (52 weeks training and 4 weeks break)**
Career Outcomes	Once you have successfully completed the FNS50222 - Diploma of Accounting you can apply for jobs across the wide range of industries, which may include: ● Book keeper ● Accounts Supervisor ● Assistant Accountant
Education Pathways	The further study pathways available to students who undertake this qualification include: FNS50222 - Diploma of Accounting → Advanced Diploma of Accounting (FNS60222)

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Units of Competency	FNS50222 - Diploma of Accounting requires the completion of the following 11 units (including 7 core and 4 electives).

Unit Code		Title	Core / Elective
BSBTEC402	Design and produce complex spreadsheets	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	Core

		information	
	BSBLDR413	Lead effective workplace relationships	Elective
	FNSACC505	Establish and maintain accounting information systems	Elective
	BSBWHS521	Ensure a safe workplace for a work area	Elective
	BSBTWK503	Manage meetings	Elective

Pre-requisites	Prior to commencing this qualification an 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).
Entry Requirements	**Age Requirements** Sacred Heart International College requires that all students must be 18 years of age or above at the commencement of course. **Prior Achievement Requirements:** Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent). These competencies may have been achieved through completion of the following (or their equivalent):

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	▪ FNSSS00014 Accounting Principles Skill Set or FNS40222 Certificate IV in Accounting and Bookkeeping. **LLN Requirements** ● The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Diploma of Accounting ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enroll. ● The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in Diploma of Accounting ACSF profile ● See the student and learning support policy **English Language Requirements** All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent. ● IELTS overall band of 5.5 or ● TOEFL IBT test score band of 54-56 equivalents or ● PTE Academic band score 42 equivalent or ● Satisfactory completion of General English – Upper intermediate level or ● Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or ● Successful completion of Senior Secondary certificate of education in Australia conducted in English or ● Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or ● Student's first language is English or ● Student was educated for 5 years in an English-speaking country. If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.
Holiday Breaks/ Course Calendar	● Course Calendars which detail the start and end dates of Course/s, Units, Holiday Breaks are advised at the time of enrolment in the form of course calendar for the starting course. ● It is further confirmed and explained at the time of student induction and at the start of the course by the trainer. ● Calendars are also displayed on the notice board and in the classroom ● It can be also requested by the students from their trainers and student support at any time in between the duration of their respective course/s.

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	SHIC has rolling calendars and have multiple start dates for the convenience of students to accommodate students in packaged courses in order to have minimum study gaps between the courses.
Monitoring Course Progress	SHIC has intervention strategies, including student support services (*refer to Course Progress and Attendance Policy & Procedures*) available to enable students to complete the qualification in the expected time frame. Students at risk of not completing within this time frame are identified as early as possible *(Please refer to the policy 'Course Progress and Attendance Policy & Procedures)* At the end of each study period students will be assessed as having met or not met the course progress requirements. At the end of each monitoring period students will be assessed for being at risk of not meeting course progress requirements, and an individual intervention plan will be implemented so that SHIC can support those who are 'at risk'. Each study period is divided in half forming a monitoring point at mid and end points at which students are assessed for satisfactory course progress.
Reasonable adjustment	Students who have special needs such as physical or mental impairment will be assisted through the learning via training and assessment resources. Reasonable adjustments will be applied and recorded on the assessment resources.
Training Arrangements	Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements. Students must attend 20 hours per week in the classroom Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with a variety of course materials, including student assessments that comprise both knowledge and skill evaluations, learner guides, PowerPoint presentations, self-study guides, session plans, and various class activities. The classroom setting ensures that students have full access to the internet, whiteboards, and the support of a trainer and assessor, creating a comprehensive and supportive learning environment.
Additional Support	All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include: - Mentoring from trainers - Additional classes, tutorials and workshops - Online support and exercises for some courses - Computer and technology support - Referral to external support services

	● Reasonable adjustment to assessments Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.
Assessment Arrangements	Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes: ● A full description of all assessment tasks for the unit of competency ● Assessment instructions for each unit of competency ● Assessment resources for each unit of competency ● Details about when assessment will occur ● Details about assessment submission There are a variety of assessment methods used for this qualification including: ● Written questions ● Projects ● Case studies ● Role Plays ● Research ● Reports You will be required to complete assessments in class and this is not expected to exceed 20 hours per week. There may be a need for some work to be done as homework. You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor.
Course Credit	SHIC can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrollment. *Please refer to your Student Handbook for more information on Course Credit. As an international student you should note that where you are granted credit this will reduce your course duration and you will be informed of this in writing.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. SHIC has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. During the entry process and interview stage SHIC will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process.

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	*Please refer to our Student Handbook for more information on RPL. As an international student you should note that where you are granted RPL this will reduce your course duration and you will be informed of this in writing. **RPL Costs**: Application Fee **($AU):** 250 Charge per unit of competency **($AU):** 800
Costs	**Fee as below:** **Total Tuition fee ($AU): 13,900** **Payment Plan- As per the student written agreement** Non-refundable enrolment deposit (prior to commencement) $250 Nationally Recognised Training does not occur GST. SHIC doesn't charge any material fee, any material required in relation to the course will be provided to the student. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. *Please refer to your Student Handbook for our Fees and Refunds Policy.
Re-assessment	Course fees include up to Two (2) attempts at assessment per task. If after the second attempt, additional training and assessment is required, this will incur the following cost per unit required to be re-assessed. Reassessment Fee: $350 Repeat Unit Fees: $500
Inclusions	Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling. **Additional charges apply if students require:** ● Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of $50 per document applies and $10 if express post is required. FEES INFORMATION RELEVANT TO EACH COURSE IS OUTLINED IN DETAIL ON THE STUDENT AGREEMENT. *OTHER COSTS (NOT INCLUDED) TO BE AWARE OF:* Please refer to the student handbook for guidance in relation to budgeting and planning ● Notebooks/pens/laptops* or other general stationary required for students to complete their work. * It will be compulsory for all students to bring, use, and connect their own devices to SHIC networks for use in their coursework at SHIC. For further details, please refer to the SHIC BYOD Policy and Procedure.
Selection Process	You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that SHIC is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.

	If you do not achieve the required level in your LLN assessment SHIC will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.
How to apply	If you would like to inquire about FNS50222 - Diploma of Accounting, please contact our office to obtain a Student Enrolment Form or go on our website at www.shic.vic.edu.au

Phone: 03 9453 8330

Email: apply@shic.vic.edu.au

Once we receive your completed forms, we will contact you to arrange an entry interview. |
| **Education Agents** | SHIC uses education agents to assist us in recruiting students. We have agreements with all of our Education Agents that ensure that all agents act in an ethical and honest manner, in the best interests of our key target group, international students, and to ensure that the reputation of the Australian international education sector is upheld.
A list of the education agents with whom we have an agreement is included on our website:
www.shic.vic.edu.au |

If you would like to discuss this course in more detail, please call us for a confidential discussion on 03 9453 8330. Course outline should be read in conjunction with SHIC's Student Handbook.