“Contemporary Skills for a Contemporary workforce”

Study Location
Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia

RTO CRICOS Code
02439G

Course Name
Diploma of Accounting

Course TGA Code
FNS50215

Course CRICOS Code
091399G

Study Period (Including Holidays)
4 terms - 48 weeks (Study Period) +
4 weeks holiday period/study break
(TOTAL 52 weeks)

Contact Hours (per week)
International Students:
Minimum 20 hours/week

Study Requirements
Total 18 units:
15 core units & 3 electives

2017 Tuition Fee (AUD)
International Students:
AUD $10,800

Administration Fee:
$200 (1 program)
$300 (2 or more programs)

Material Fee: AUD$200
Building Swipe Card (Refundable)
AUD$100

2017 Overseas Student Health Cover
$690 / year (SINGLE)

2017 Intake Dates:
9 Jan, 10 Apr, 3 July, 25 Sept

2017 Mid-Term Intake Dates:
20 Feb, 15 May, 7 Aug, 30 Oct

2017 Annual Living Expenses
(Guide for International Students)
$18,610 / year (estimate)

*Fees and Units may subject to change

FNS50215 DIPLOMA OF ACCOUNTING

Course Outline
The Diploma of Accounting provides the skills and knowledge required for professional accounting job roles in financial services and commercial administration. The primary pathway from this qualification is employment in accounting job roles with duties such as:

- introducing and maintaining accounting systems
- maintaining internal control systems
- preparing financial statements for a non-reporting entity
- preparing tax returns
- reporting on business performance
- managing small teams
- developing business plans
- preparing accounting reports for management

Course Requirements
First 2 term covers core units of FNS40615 Certificate IV in Accounting

This Diploma is made up of 15 core and 3 elective units. See list show below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>1</td>
<td>BSBITU306A</td>
<td>Design and produce business documents</td>
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<tr>
<td></td>
<td>FNSACC403B</td>
<td>Make decisions in a legal context</td>
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<td></td>
<td>FNSINC401A</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
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<td>BSBWHS5201A</td>
<td>Contribute to health and safety of self and others</td>
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<td>FNSACC301A</td>
<td>Process financial transactions and extract interim reports</td>
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<td>FNSBKG404A</td>
<td>Carry out business activity and instalment activity statement tasks</td>
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<td>FNSACC404A</td>
<td>Prepare financial statements for non-reporting entities</td>
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<td></td>
<td>FNSACC406A</td>
<td>Set up and operate a computerised accounting system</td>
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<td>BSBFIA401A</td>
<td>Prepare financial reports</td>
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<td>2</td>
<td>FNSACC503A</td>
<td>Manage budgets and forecasts</td>
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<td>FNSACC507A</td>
<td>Provide management accounting information</td>
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<td></td>
<td>FNSACC501A</td>
<td>Provide financial and business performance information</td>
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<td>FNSACC506A</td>
<td>Implement and maintain internal control procedures</td>
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<td>FNSACC504A</td>
<td>Prepare financial reports for corporate entities</td>
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<tr>
<td>3</td>
<td>BSBITU402A</td>
<td>Develop and use complex spreadsheets</td>
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<tr>
<td></td>
<td>FNSINC602A</td>
<td>Interpret and use financial statistics and tools</td>
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<td>FNSINC601A</td>
<td>Apply economic principles to work in the financial services industry</td>
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<tr>
<td></td>
<td>FNSACC502B</td>
<td>Prepare legally compliant tax returns for Individuals</td>
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</table>

www.aapoly.edu.au
Assessment and Fees
A range of assessment tasks will be undertaken which may include written reports, essays, assignments, case studies, tests, group projects, oral presentations and formal examinations. The course outline provides specific guidelines on assessments for this program.

Student Support
A range of student services will be available to enrolled students at AAPoly, including welfare and academic counselling and learning resource material. For further information contact the Academic Support Department at AAPoly.

Learning Facilities & Resources
AAPoly has a range of facilities and resources for students including computer labs, lounge areas, meeting rooms, access to city libraries as well as a library.

Further Information
The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Application Method
Submit an application form to: Academies Australasia Polytechnic Level 7, 628 Bourke St, Melbourne, VIC 3000, Australia. Form may be downloaded from www.aapoly.edu.au

Course Enquiries
Academies Australasia Polytechnic Level 7, 628 Bourke St, Melbourne, VIC 3000, Australia. Phone: +613 8610 4100 Email: enquiries@aapoly.edu.au

Career Opportunities
Types of job roles relevant to this qualification include:

- Accountant
- Office Manager
- Bookkeeper
- Accounting Supervisor

Recognition of Prior Learning
RPL assesses your current skills and knowledge against the learning outcomes of a course or units, regardless of how and where the learning occurred. Competencies may have been attained through: study, work experience and general life experience activities. AAPoly is obliged to recognize the AQF qualifications and statements of attainment issued by other registered training organizations. For further details email : enquiries@aapoly.edu.au

Entry Requirements:
For International Students, the following are mandatory requirements:
- Be at least 18 years of age
- English level at IELTS 5.5 or above (with no bands lower than 5.0) or PTE Academic Score of 42 or higher (with no section lower than 36).
- Have successfully completed Australian Year 12 or equivalent.

For Domestic Students, direct applications are accepted.
- Have successfully completed Australian Year 12 or equivalent.
Students without formal qualifications may submit a resume detailing working experience, supported by references from employers.

University Pathways
AAPoly – A FedUni Partner Provider Institution in Melbourne
FedUni CRICOS Provider Number 00103D