

Accounting Principles Skills Set Program

COURSE CODE	3120FNSSS00014
LOCATIONS	Warrnambool
STUDY MODE	Full-time, On Campus, Online, Workshops
Length	Nine months
Commencement	February 2022
Timetable	2 evenings per week, plus 7 full day workshops on a Saturday
	Tuesday (on campus) 6.00pm - 9.00pm
	Thursday (virtual classroom via WebEx) 6.00pm - 9.00pm
	1 Saturday per month (on campus) 9.30am - 4.30pm

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Study from home during COVID-19 restrictions

Whilst we pride ourselves on our hands-on training, we have had to adjust most of our courses for study from home and remote learning during the COVID-19 restrictions. This means courses will be delivered using a range of methods including online learning, virtual classrooms, workbooks and direct contact with your teacher.

Given the government restrictions that are now in place to reduce the spread of coronavirus in Australia, we expect this new model of study will continue until the government makes changes to these restrictions.

Introduction

Prepare for further studies in the Diploma of Accounting and improve your career prospects by successfully completing SWTAFE's Accounting Principles Skills Set Program. This program gives you the 7 prerequisite units required to apply for enrolment in the Diploma of Accounting (FN50217) in 2020.

During this course, you will gain skills and knowledge to prepare and lodge business and instalment activity statements. You will also develop skills in budgeting and forecasting, payroll, reporting and using accounting software.

Completion of this course also meets the entry requirements for the [Diploma of Accounting](#).

What will I Learn?

You will learn the skills and knowledge required for different jobs within the financial services industry in Australia.

This includes:

- financial performance
- cloud computing
- computerised accounting systems
- payroll
- financial reports
- professional practice

Mode of delivery

Weekly evening classes will be delivered at the Warrnambool campus or via virtual classroom - a live online teaching and learning environment where teachers and students can present course materials, engage and interact with one another, and work in groups together.

You will be required to attend the Warrnambool campus for the Saturday workshops throughout the year.

Course Outcomes and Career Opportunities

Successful completion of this course satisfies the educational requirements for registration with the Tax Practitioners Board to be an approved Business Activity Statement (BAS) Agent.

Pathways

Upon successful completion of this course, you may continue further study in the [Diploma of Accounting](#). Completion of this course meets the entry requirements for the Diploma of Accounting.

You may also choose to continue further study at Bachelor level in the commerce study areas. Find out more on our [University Pathways page](#).

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

If you are entering this course directly from secondary school you must have completed Year 12.

Course requirements

To be eligible to complete this program, you must successfully complete pre-requisite 7 units.

You are required to provide your own device to use in class that is compatible with the accounting software. You can chat with the course coordinator about the device at your interview.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
FNSACC312	Administer subsidiary accounts and ledgers	40	\$0.00
FNSTPB401	Complete business activity and instalment activity statements	50	\$0.00

FNSTPB402	Establish and maintain payroll systems	45	\$0.00
BSBFIA401	Prepare financial reports	50	\$0.00
FNSACC311	Process financial transactions and extract interim reports	60	\$0.00
FNSACC416	Set up and operate a computerised accounting system	80	\$0.00
FNSACC408	Work effectively in the accounting and bookkeeping industry	40	\$0.00

Assessment

This program involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the units outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom or online. Some assessments for this program will be supervised in an exam environment.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Fees

There is no government funding associated with this program. The cost of the Accounting Principles Skill Set Program is:

Fee type	Indicative Course Fee
Tuition fee	\$2100
Consumable/Material fee	\$240

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

Booklist

Your course may require you to purchase additional materials or books (eg uniform, stationery, textbooks). Some of these items are optional and some are mandatory, however, you are able to choose where to purchase these items from (including second hand).

You can download the booklist for this course here: <https://www.swtafe.edu.au/media/2762/fnsss0014-accounting-principles-skills-set-v2.pdf>

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply

To be eligible to enrol in this course, you must complete the following steps:

1. **Attend a compulsory information session** - you will need to complete a short questionnaire at this session. [View upcoming information session dates and register your attendance](#)
2. **Apply** - click the apply now button on the South West TAFE homepage or course page. You will need to fill out a short application form and will be sent a thank-you email once submitted.
3. **Complete a Pre-training Review** - your thank-you email will contain a link to complete a pre-training review.
4. **Attend an interview** - we will contact you to arrange an interview time (in person or over the phone).
5. **Successful applicants notified post-interview** - we will contact you with an offer to enrol.

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Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).