Purpose of the Course:
This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services. A tax agent service is any service that relates to:

- Ascertaining or advising about the liabilities, obligations or entitlements of an entity under a taxation law; or
- Representing an entity in their dealings with the commissioner of taxation.

A tax agent service includes, but is not limited to, the following:

- A Business Activity Statement (BAS) service;
- Preparing or lodging an approved form about a taxpayer's liabilities, obligations or entitlements under a taxation law;
- Giving a taxpayer advice about a taxation law that the taxpayer can reasonably be expected to rely upon to satisfy their taxation obligations; or
- Dealing with the Commissioner on behalf of a taxpayer in relation to a taxation law.

Persons providing a tax agent service must be registered by the Tax Practitioners Board and meet educational and other requirements for registration including a designated period of experience. Persons seeking tax agent registration should check current registration requirements with the Board as this is regularly under review.

Entry Requirements:
- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Proficient in English. International students need an IELTS level of 6.0 overall with no individual band lower than 5.5, or a TOEFL 550 (paper PBT) 78 (computerised) or proof that the medium of instruction at school has been in English with a satisfactory grade in English in final examinations.
- To be able to read and comprehend course requirements
- Have an intermediate to advanced level of understanding of computers and the internet
Nominal Duration:
Total duration of the course is 20 hours per week for 52 weeks this includes 3 x 10 week terms, 1 x 12-week term and 10 weeks’ holiday.

This course is only offered as a full-time only and is not offered part-time or by distance education.

Delivery Location
- Level 2 & 7, 16 – 18 Wentworth Street, Parramatta, NSW, 2150

Course Fees:
Tuition Fee: $12,000
Enrolment Fee: $150
Material and Equipment Fee: $400
Total Fees: $12,550

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out web site or contact the college prior to enrolment to ensure fees are correct.

Delivery Strategy:
This program is delivered totally within an institution-based environment. This mode of delivery will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. These materials will be sourced from a variety of commercial providers such as IBSA, SmallPrint Australia and will also be developed in-house.

Assessment Strategy:
Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program. In some situations the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of two or more assessments to judge competency in certain units.

Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken. The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made
about student’s success in units of competency. Assessments are conducted at various points throughout a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

Assessment methods may include:

- Role-plays
- Written examinations
- Written/Verbal questioning
- Case studies
- Practical Projects
- Research Reports
- Assignments used to assess required skills and knowledge

**Assessment Outcome:**

Students will be marked either Competent (C) or Not yet Competent (NYC) for each unit of competency.

**Customisation and Contextualisation:**

This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of financial environments. The program and its learning and assessment materials may be subject to customisation and contextualisation to suit the needs of individual clients where these needs have been identified and will be conducted in consultation with the relevant individual.

**Recognition of Prior Learning:**

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:

- You are still required to attend full-time study
- The duration of the course is reduced affecting your Confirmation of Enrolment with DIBP (Department of Immigration and Border Protection)

There is a fee for the RPL service which is detailed in the RPL kit.
Training Pathways:
This qualification will provide a pathway to FNS60215 Advanced Diploma of Accounting or accounting qualifications in Higher Education Institutions

Employment Pathways:
Career possibilities may include:
- Accounts Manager
- Accountant

Course Objectives and Outcomes
On successful completion of this qualification students will be able to:
- Prepare financial reports and financial forecasts
- Provide management accounting information
- Maintain internal control procedures and payroll system
- Manage budgets and forecasts
- Prepare individual tax documents

Qualification Awarded:
At the successful completion of this course the participant will receive a FNS50215 Diploma of Accounting. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

Course Structure:
To successfully complete the FNS50215 Diploma of Accounting students are required to complete eleven units of competency consisting of the units as listed below (five core and six electives).

Subject Code: AVA501
- FNSACC502 Prepare income tax returns for individuals
- FNSACC503 Manage budgets and forecasts

Subject Code: AVA502
- FNSACC501 Provide financial and business performance information
- FNSACC507 Provide management accounting information

Subject Code: AVA503
- FNSACC301 Process financial transactions and extract interim reports
- BSBFIA401 Prepare financial reports
- FNSACC504 Prepare financial reports for corporate entities
Subject Code: AVA504
- FNSACC506 Implement and maintain internal control procedures
- FNSACC505 Establish and maintain accounting information systems
- FNSBKG405 Establish and maintain a payroll system
- FNSACC406 Set up and operate computerised accounting system

Completion of this qualification counts towards the registration requirements for the Taxation Practitioners Boards as a Registered Tax Agent