Purpose of the Course:

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. Core industry competencies, commercial law, Australian taxation law, basic accounting principles and BAS agent registration are included in the entry requirement that contribute to, but do 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 Practitioner's 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 104 weeks including 7 x 10 week terms, 1 x 12-week term and 12 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: $24,000  
Enrolment Fee: $150  
Material and Equipment Fee: $800  
Total Fees: $24,950

*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 though out 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 maybe 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 accounting qualifications in Higher Education Institutions

**Employment Pathways:**
Career possibilities may include:

- Senior Accounts Manager
- Senior Accountant

**Course Objectives and Outcomes**
On successful completion of this qualification students will be able to:

- Monitor corporate governance activities
- Apply economic principles to work
- Interpret and use financial statistics and tools
- Process financial transactions and extract interim reports
- Prepare financial reports
- Set up and operate a computerised accounting system
- Evaluate business performance
- Provide financial and business performance information
- Prepare tax documentation for individuals
- Implement and maintain internal control procedures
- Prepare and administer tax documentation for legal entities
- Conduct internal audit
- Evaluate financial risk
- Evaluate organisation’s financial performance
Qualification Awarded:
At the successful completion of this course the participant will receive a FNS60215 Advanced 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 FNS60215 Advanced Diploma of Accounting students are required to complete fourteen units of competency consisting of the units as listed below (three core and eleven electives).

Subject Code: AVA601
- FNSINC601 Apply economic principles to work in the financial services industry
- FNSINC602 Interpret and use financial statistics and tools

Subject Code: AVA602
- FNSACC609 Evaluate financial risk
- FNSACC608 Evaluate organisation’s financial performance

Subject Code: AVA603
- FNSACC604 Monitor corporate governance activities
- FNSACC602 Audit and report on financial systems and records

Subject Code: AVA604
- FNSACC601 Prepare and administer complaint tax returns for legal entities
- FNSACC603 Implement tax plan and evaluate tax obligation

Subject Code: AVA605
- FNSACC301 Process financial transactions and extract interim reports
- BSBFIA401 Prepare financial reports
- FNSACC406 Set up and operate a computerised accounting system

Subject Code: AVA606
- FNSACC501 Provide financial and business performance information
- FNSACC502 Prepare tax documentation for individuals
- FNSACC506 Implement and maintain internal control procedures