



# FNS30317 Certificate III in Accounts Administration

National ID: FNS30317 | State ID: BDQ0

## About this course

This qualification would suit candidates wishing to work towards becoming qualified for bookkeeping job roles in financial services and other industries requiring accounting support functions. Units studied include both MYOB and Payroll.

**Study modes and durations differ depending on your local campus. Please check with your local campus for more information.**

## Overview

### Semester 1, 2020

#### Manjimup - Classroom



Duration: **2 Semester/s**



When: **Semester 1, 2020**



**JOBS &  
SKILLS WA**

RTO code: 52790  
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How:

**Flexible  
Full-Time  
Part-Time  
Traineeship  
Workplace**

## Units

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### Core

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
FNSACC304	Conduct business activities using a computerised accounting system
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
FNSINC301	Work effectively in the financial services industry

### Elective

National ID	Unit Title
BSBCUS301	Deliver and monitor a service to customers
BSBFIA302	Process payroll
BSBFIA401	Prepare financial reports
BSBITU314	Design and produce spreadsheets

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Study pathway

Certificate IV in Accounting and Bookkeeping.

## Job opportunities

Employment opportunities include entry level administration positions including administration Assistant, Receptionist, Junior Personal Assistant, Data Entry operator, Word Processing Operator.

## Fees and charges

Please contact the college to receive an indicative price for this course.

South Regional TAFE's indicative fees for 2019 are available at the link:

[www.southregionaltafe.wa.edu.au/futurestudents/feespaymentoptions](http://www.southregionaltafe.wa.edu.au/futurestudents/feespaymentoptions)

These fees are indicative for local students enrolling full-time in government funded courses in 2017. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

### VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see

<http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

International students



**South  
Regional**

*We're working for  
Western Australia.*

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)

**Please note, fees are subject to change.**



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