Statement of Attainment in Introduction to Accounting

TAFE NSW Course Number: 900-80300V01 (20OTE-001)
Nominal Hours: 100

Course description
This short course will provide you with the skills to prepare and process routine financial documents, prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports and to reconcile and monitor subsidiary accounts in financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, record creditor invoices, and remit payments to sundry creditors.

We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.

Other information
**INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course.

**STUDY COMMITMENT**

This is an online course. You will need to complete approximately 9 hours of online study, each week, for your enrolment duration of 13 weeks. You can increase the hours of online study per week to complete the course sooner.

You can also expect to complete approximately 4 hours of additional study each week outside of class hours, including research and review of websites and journals, additional learning resources, recommended readings, additional practice and review questions.

To ensure you leave us with the most up to date qualification...

If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

What are the entry requirements? (including Recognition of Prior
Learning)
To enrol in a fully government subsidised course you must:

- be aged 15 years or older,
- have completed year 10 (or its equivalent),
- have left or be eligible to leave school,
- have a Unique Student Identifier (USI),
- be living or working in NSW, and
- be an Australian citizen, permanent resident or humanitarian visa holder, or New Zealand citizen.

If you’re under 17 please contact us first before enrolling.

Are there any additional local entry requirements?

A number of courses may require prospective students to provide additional information such as documentation, an expression of interest, evidence that you are already employed as an apprentice, or preferred prior study (or equivalent).

To successfully complete this course, through work, study and life experience, ideally you will have:
- basic digital skills
- basic time management skills
- basic organisational skills to take responsibility for following the timetable and managing your study schedule

Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. For more information on Credit visit the Credit Pathways page on TAFE Digital website.

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Under 17 and wanting to leave school?
If you are under 17 and want to leave school, your options have been affected by a recent change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you’re at least 17 years of age. More information about options for school students under 17 is available from our website:
oten.tafensw.edu.au/under17

What further study is available once I finish this course?
Certificate IV in Accounting and Bookkeeping FNS40217.

Pathway to university or higher education
Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW we offer you the flexibility to fast-forward your career
Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications! For more information visit [oten.tafensw.edu.au/uni](http://oten.tafensw.edu.au/uni)

**What units will I study?**

FNSACC311 – Process financial transactions and extract interim reports
FNSACC312 – Administer subsidiary accounts and ledgers

The above list includes units being offered by TAFE Digital. If licensing in another state other than NSW is required, please check requirements with the relevant state.

**How much is the course?**

**Smart and Skilled Student Fees**

The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the [Smart and Skilled website](http://oten.tafensw.edu.au/uni) or you can call us on 131 241 for further information and advice.

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**Trainees**: From 2016 if you are starting a traineeship that is on the NSW Skills List, your Smart and Skilled fee for the whole qualification will not be more than $1,000.

**FULLY GOVERNMENT SUBSIDISED**

This course is fully government-subsidised for eligible students, meaning you will not have to pay any course fees. It is part of a program to help people develop the skills they need to get a job, undertake entry level qualifications or transition to a new job. Note, a maximum of two (2) fully government subsidised enrolments per person.

If you are not eligible for subsidised training, you can still choose to enrol in the course but will need to pay the full (non-subsidised) fee.

**ADDITIONAL RESOURCES**

You will need to provide the following resources which is retained on completion of study:
- the units in this course require a textbook costing approximately $100.

For full details on TAFE NSW fees and money matters please visit our website: [oten.tafensw.edu.au/fees](http://oten.tafensw.edu.au/fees)
I would like to talk to someone before I enrol

Please contact TAFE Digital Customer Service on 131 601.

We are committed to enhancing all students' prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available which you may access by calling (02) 9715 8446 or 1300 655 993 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

Need help deciding?

Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If you would like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 1300 655 993 or 02 9715 8446. To get started click the link below:


Unique Student Identifier (USI)

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE NSW.

How do I enrol?

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional
information.

For further information or assistance, call 131 601.

Enrol now (click below)

oten.tafensw.edu.au/mdxqnn

Current as at 22/4/2020