Australia’s Leading Training Experts

Diploma of Accounting FNS50210
Advanced Diploma of Accounting FNS60210

To the Bookkeeper

Diploma of Accounting

The Diploma of Accounting (FNS50210) is designed for anyone taking the first step to transition from being a BAS Agent to a Tax Agent. It is also ideal for anyone beginning a career in accounting, employees responsible for financial reporting, practising bookkeepers and anyone managing a business who wants to learn the fundamentals of accounting and undertake accredited accounting training.

Upon successful completion of this course, you will receive the Diploma of Accounting (FNS50210).

Advanced Diploma of Accounting

The Advanced Diploma of Accounting (FNS60210) is designed for anyone who wishes to advance their career to tax agent status for improved charge out rates or salary. It is also undertaken by students who want a pathway to University or membership to the Institute of Public Accountants.

Upon successful completion of this Advanced Diploma of Accounting, endorsed by the Institute of Public Accountants (IPA), you will receive the Advanced Diploma of Accounting (FNS60210).

Dual Qualification

Attain the Diploma of Accounting and Advanced Diploma of Accounting as a dual qualification.

Career Opportunities

Successful completion of Diploma of Accounting allows you to work in professional accounting job roles in financial services and other industries.

Successful completion of Advanced Diploma of Accounting allows you to work in accounting and who seek professional identification. Work functions in this occupational area are subject to regulatory requirements. You should refer to the IBSA and Tax Practitioners Board websites for specific guidance on requirements.

Study Options

The courses can be completed by:

• Classroom delivery • Self paced learning

www.appliededucation.com.au info@appliededucation.com.au phone 08 9221 0955 fax 08 9221 0966
Payment Plans Available

We understand not everyone has the financial resources upfront to invest in training so we now offer payment plans to get you moving faster towards your future. A $600 deposit is taken and then the remainder of the course cost divided by 6 per month for 6 months. There is no finance charge or penalty incurred. Students are required to possess a valid credit card.

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Diploma of Accounting</th>
<th>Advanced Diploma of Accounting</th>
<th>Dual Qual</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC501A</td>
<td>Provide financial and business performance information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC502B</td>
<td>Prepare legally compliant tax returns for individuals</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC503A</td>
<td>Manage budgets and forecasts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC504A</td>
<td>Prepare financial reports for corporate entities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC506A</td>
<td>Implement and maintain internal control procedures</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC507A</td>
<td>Provide management accounting information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC601B</td>
<td>Prepare and administer compliant tax returns for legal entities</td>
<td>✓ Exempt*</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Elective unit from a Certificate IV qualification</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Elective unit from a Certificate IV qualification</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC604A</td>
<td>Monitor corporate governance activities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSINC601A</td>
<td>Apply economic principles to work in the financial services industry</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSINC602A</td>
<td>Interpret and use financial statistics and tools</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC603A</td>
<td>Implement tax plans and evaluate tax compliance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSTPB501A</td>
<td>Apply legal principles in corporations and trusts law</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSTPB502A</td>
<td>Apply legal principles in commercial and property law</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FNSACC613A</td>
<td>Prepare and analyse management accounting information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Exemption for the Advanced Diploma of Accounting applies if completed in Diploma of Accounting at Applied Education

Prerequisites

The prerequisites for the Diploma of Accounting are:

- FNSACC301A Process financial transactions and extract interim reports
- FNSACC403B Make decisions in a legal context
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC406A Set up and operate a computerised accounting system
- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSINC401A Apply principles of professional practice to work in the financial services industry
- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBHOHS201A Participate in OHS processes

These units may have been completed in a Certificate IV in Bookkeeping or Certificate IV in Accounting. If you haven’t completed these units, contact us for package details for the Diploma of Accounting including the prerequisite units.

The prerequisites for the Advanced Diploma of Accounting are the Diploma of Accounting qualification. A certified copy of your Statement of Attainment showing successful completion of the prerequisites is required.
Learning Materials

The learning materials are packed full of easy to read and high quality content, step-by-step instructions with visuals and plenty of practice exercises offering exceptional value to the learner. These materials are supported by access to a team of qualified trainers and assessors.

Study Options

Classroom Delivery
Our popular classroom course offers comprehensive hands on instructions and personal interaction with the trainer. Our courses are conveniently run on a part time basis, 1 day a week for 24 weeks (48 weeks for a dual qualification) starting at various times throughout the year.

Cost: $4,490 GST Free or $8,490 GST Free for Dual Qualification includes tuition, assessments, email support and refreshments. Course materials are not included in this price and are to be purchased direct from our supplier. Details will be supplied upon registration.


Assessments: Assessments are conducted open book at either your home or office and comprise of theoretical exercises which are to be submitted within 18 months from your enrolment date.

Self Paced Learning
Self paced learning is a convenient, effective and affordable way to learn. You can complete the course at your own pace and your own leisure whilst still having access to the Training and Assessment team for support to maximise your learning experience.

Cost: $2,790 GST Free or $5,290 GST Free for Dual Qualification includes assessments and email support. Course materials are not included in this price and are to be purchased direct from our supplier. Details will be supplied upon registration.

Assessments: Assessments are conducted open book at either your home or office and comprise of theoretical exercises which are to be submitted within 18 months from your enrolment date.

The Applied Education Difference

As you'll see, there are a number of reasons why Applied Education is now the trainer of choice for some of Australia’s best known organisations.

- We offer Nationally Recognised Qualifications
- We have a successful track record in delivering training to leading companies
- We offer flexible learning options to suit you
- We utilise world class technologies for our online learning platform
- We offer state of the art computer training rooms
- Our trainers are the best in the industry
- We offer superior manuals and student exercise files

www.appliededucation.com.au  info@appliededucation.com.au  phone 08 9221 0955  fax 08 9221 0966
### Student Details

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Registration Details

**Disabilities:** (please tick □)
- Do you consider yourself to have a disability, impairment or long-term condition?  
  - Yes □  
  - No □
- If yes, please tick any applicable boxes:
  - Hearing □  
  - Mental Illness □  
  - Physical □  
  - Visual □  
  - Other (please specify) _______________________________

If available, would you like to receive advice on support services that may assist?  
- Yes □  
- No □

**Student Declaration:** (please tick □)
- I have read and agree to the Applied Education Student Handbook (refer to our website for a copy) □
- I confirm the accuracy of the information provided □
- I understand that my personal information may be disclosed to a registering body official for audit purposes □

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Parent/Guardian’s Signature*</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(*if student is under 18 years of age)</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Details

(Please tick method of payment and complete where required)

- **Upfront Payment**
  - All payment options are available below
- **Payment Plan**
  - Credit card option only applies
- **EFT Payments**
  - Applied Education
  - BSB: 306-104  Account No: 0643327  
  - (Please quote company name)
- **Cheque**
  - Applied Education
  - Level 1, 524 Hay Street, Perth WA 6000
- **Credit Card** (3% surcharge for Amex/Diners)
  - Please debit the total amount from my (Please tick)
    - □ Master Card  
    - □ Visa  
    - □ AMEX  
    - □ Diners
  - Card No.: □__________________________□__________________________□__________________________□__________________________
  - Expiry Date: □__________________________ □__________________________ □__________________________ □__________________________
  - Name on Card: ____________________________
  - Signature: ____________________________