



Accounting Principles Skill Set

(FNSSS00014)

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

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“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused purely on Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

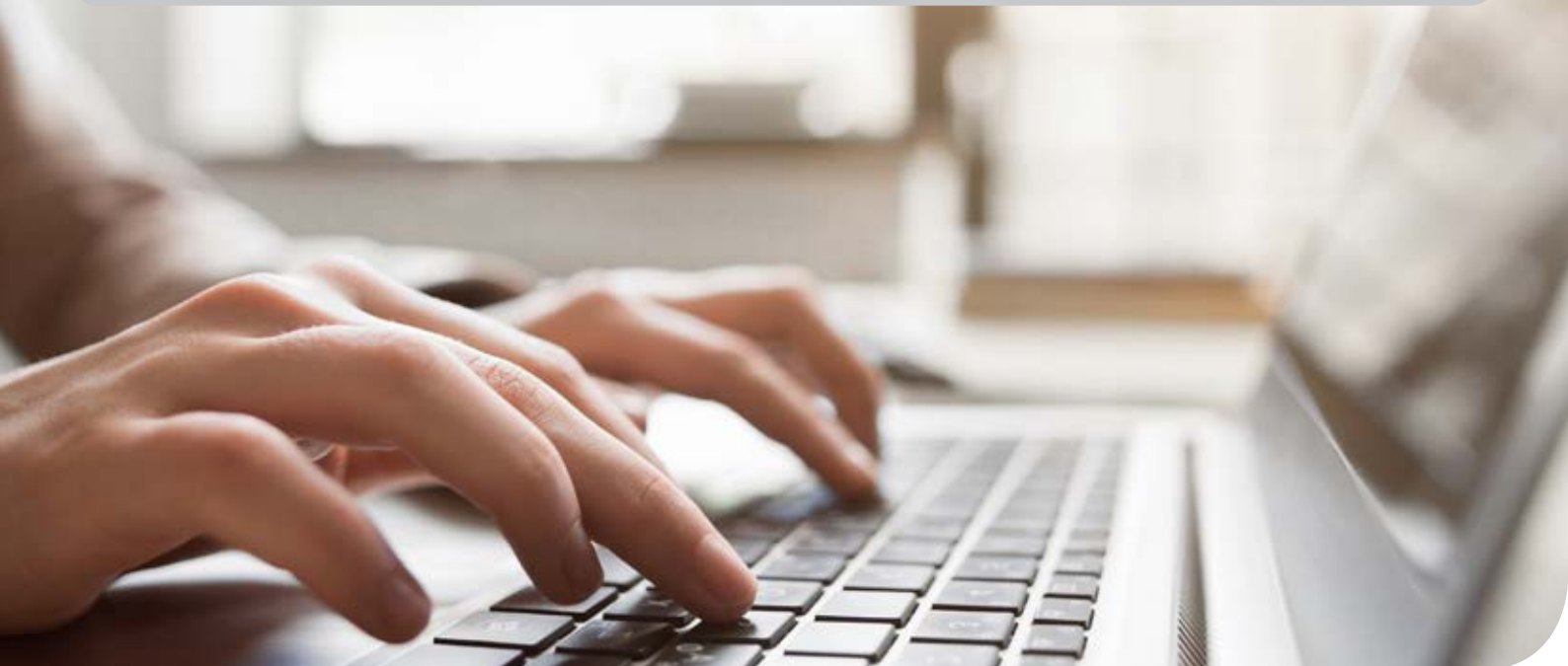
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



Phone Support
Available

1300 306 146 **+61 3 8317 2953**
Monday to Friday 9am to 5.00pm (AEST)



Email Support
Response within two business days

You can get one on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.



Course name	Accounting Principles Skill Set
Course code	FNSSS00014
Delivery options	Online
Course duration	Up to 6 months
Assessments	Assessment tasks may include Examination, Multiple Choice Questions, Short and Long Answer Questions, Case Study and Scenario's, Projects, Presentations, Research Tasks, Role Play
Nationally recognised	Yes
Potential jobs	<ul style="list-style-type: none">• Tax Accountant• Management Accountant• Auditor• Investment Analyst• Financial Accountant• Forensic Accountant• Finance Manager• Cost Accountant

Course Overview

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Course Overview

The Accounting Principles Skill Set (FNSSS00014) delivered by Mentor Education is a nationally recognised course designed for individuals seeking to update their qualifications from previous Certificate IV Accounting and Bookkeeping training packages to gain entry into the Diploma of Accounting (FNS50217). The Accounting Principles Skill Set is also suitable for individuals seeking direct entry into the Diploma of Accounting (FNS50217) without completing a Certificate IV in Accounting/Bookkeeping qualification.

The qualification comprises of core business units of competency covering disciplines including:

- Processing financial transactions
- Extracting interim reports
- Creation and operation of a computer accounting system
- Establishing and maintaining payroll systems
- Completion of business activity statements

Mentor Education's Accounting Principles Skill Set (FNSSS00014) is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

Who Should Enrol?

The Accounting Principles Skill Set is suitable for individuals that may have completed older versions of the Certificate IV in Bookkeeping or the Certificate IV in Accounting qualifications (FNS10 Training Package or earlier) that wish to update their qualification for entry to the new Diploma of Accounting (FNS50217).

The units of competency in this skill set also provide credit towards the Certificate IV in Accounting and Bookkeeping (FNS40217) qualification.

Completion of the Accounting Principles Skill Set is an entry requirement of the Diploma of Accounting (FNS50217) and is a partial entry requirement for Advanced Diploma of Accounting (FNS60217) qualification.

Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for participants to successfully complete this course, it is recommended they have an accounting or bookkeeping background, have completed previously an equivalent Certificate IV Accounting or Bookkeeping Course, have practical accounting or bookkeeping experience and have strong literacy and numeracy skills.

Assessment

To complete your assessment and meet the requirements for performance evidence, you may be required to undertake a combination of tasks. These can include:

Assessment may include:

- Short Answer Questions
- Long Answer Questions
- Multiple Choice Questions
- Case Study and Scenario's
- Projects
- Presentations
- Research Tasks
- Role Play

Examples of activities that can be allocated to students included in self-directed hours may be:

- Set reading (textbook/workbook)
- Instructed research
- Self-directed research
- Webinars
- Forums

Course Outline

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Units of Competency

Core Units

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems

Study options

www.mentor.edu.au

Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

How to Enrol

To enrol, you can complete one of the following options:



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

Mail

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