



Diploma of Accounting (Pathway)

(FNS50217)

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

www.mentor.edu.au



“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.



\$74,029

The average minimum salary for Accounting jobs on SEEK in March 2016

\$91,873

The average maximum salary for Accounting jobs on SEEK in March 2016

Course name	Diploma of Accounting (Pathway)
Course code	FNS50217
Delivery options	Online Learning
Course duration	Up to 2 years
Assessments	Various (see page 5)
Nationally recognised	Yes

Potential Jobs

- Tax Accountant
- Management Accountant
- Auditor
- Investment Analyst
- Financial Accountant
- Forensic Accountant
- Finance Manager
- Cost Accountant

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Course Overview

Mentor Education's nationally recognised Diploma of Accounting (Pathway) (FNS50217) qualification caters to candidates with skills and knowledge gained through career experience in bookkeeping and/or accounting roles. This pathway course has been designed for students who may not be able to meet formal entry requirements into the Diploma of Accounting (FNS50217).

This intermediate qualification introduces students to a wide range of accounting and bookkeeping skills, including the provision of financial and business performance information, preparation of taxation documentation for individuals and the provision of management accounting information.

Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for you to successfully complete this course, it is recommended that you have strong literacy and numeracy skills.

Students may wish to the Certificate IV in Accounting and Bookkeeping (FNS50217) qualification prior to completing this course if they have limited formal on the job career experience in accounting or bookkeeping.

This pathway course includes units of competency from Mentor Education's Diploma of Accounting (FNS50217) qualification and Accounting Principles Skill set (FNSSS00014).

Who Should Enrol?

The program is particularly suitable for candidates currently working in bookkeeping and accounting roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

Course Outcomes

Upon successful completion of this course, you will be awarded the Nationally Recognised Diploma of Accounting (FNS50217) qualification and the Nationally Recognised Accounting Principles Skillset (FNSSS00014) Statement of Attainment.

Pathway Opportunities

Students considering further studies after completing the Diploma of Accounting (Pathway) have the option of gaining a direct pathway into a Bachelor of Commerce (Accounting) degree with the University of South Australia, respected globally for its excellence and relevance to the accounting industry.

Assessment

Assessment may include:

- Examination
- Multiple Choice Questions
- Short Answer Questions
- Long Answer 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

Units of Competency Summary

This Diploma of Accounting (Pathway) (FNS50217) comprises of 11 units of competency:

Core Units

FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals ¹
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities*
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information

Elective Units

BSBFIA401	Prepare financial reports
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
FNSACC601	Prepare and administer tax documentation for legal entities**1
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
BSBLDR402	Lead effective workplace relationships

1 Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation).

* Prerequisite units of competency - BSBFIA401 Prepare financial reports & FNSACC311 Process financial transactions and extract interim reports

** Prerequisite unit of competency - FNSACC512 Prepare tax documentation for individuals

Course Outline

Units of Competency

Core Units

FNSACC511 - Provide financial and business performance information

This unit describes the skills and knowledge required to analyse and report on a broad range of financial and business performance information. It involves assessing client needs, analysing data, and preparing advice.

It applies to individuals who use specialised knowledge, systematic approaches, and analytical techniques to research and prepare customised information for clients.

FNSACC512 - Prepare tax documentation for individuals

This unit describes the skills and knowledge required to prepare non-complex income tax returns. It involves gathering and verifying data, calculating taxable income and reviewing compliance requirements.

It applies to individuals who use systematic approaches and follow guidelines to ensure requirements are met.

FNSACC513 - Manage budgets and forecasts

This unit describes the skills and knowledge required to prepare, document and manage budgets and forecasts. It involves forecasting estimates and monitoring budgeted outcomes.

It applies to individuals who use specialised knowledge and analytical skills to prepare and manage strategic organisational information.

FNSACC514 - Prepare financial reports for corporate entities

This unit describes the skills and knowledge required to prepare financial reports for a corporate entity. It involves gathering and analysing data and meeting statutory reporting requirements.

It applies to individuals who use specialised knowledge and analytical skills to prepare financial reports that meet specific requirements.

FNSACC516 - Implement and maintain internal control procedures

This unit describes the skills and knowledge required to review corporate governance requirements, implement internal control operating procedures, and monitor associated policy.

It applies to individuals who use specialised knowledge and analytical skills to ensure organisational procedures, compliance and quality requirements are met.

Course Outline

FNSACC517 - Provide management accounting information

This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports and review costing system integrity to calculate and record the costs of products and services.

It applies to individuals who use specialised knowledge and analytical skills to manage complex financial data and develop comprehensive organisational reports.

Elective Units

BSBFIA401- Prepare financial reports

This unit describes the skills and knowledge required to record general journal adjustment entries and to prepare end of year financial reports.

It applies to individuals who are responsible for preparing financial reports and may provide administrative support within an organisation or small business.

FNSACC311 - Process financial transactions and extract interim reports

This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare and post journal entries, prepare banking and reconcile financial receipts and extract a trial balance and interim reports.

It applies to individuals who use specialised knowledge and follow processes to carefully check detailed financial information to ensure standards are maintained.

FNSACC312 - Administer subsidiary accounts and ledgers

This unit describes the skills and knowledge required to reconcile and monitor subsidiary accounts in financial accounts receivable systems, identify poor debts and plan a recovery action, record creditor invoices, and remit payments to sundry creditors.

It applies to individuals who use specialised knowledge and follow processes to problem solve within the scope of own responsibility.

FNSACC408 - Work effectively in the accounting and bookkeeping industry

This unit describes the skills and knowledge required to work in teams to complete activities relating to accounting and bookkeeping services.

It applies to individuals who use a range of research and organisational techniques to establish

Course Outline

their work requirements in the accounting industry.

FNSACC416 - Set up and operate a computerised accounting system

This unit describes the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This involves processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity.

It applies to individuals who use specialised knowledge, information technology, and planning and organising skills to establish and maintain an organisational system in service and trading environments.

FNSACC601 - Prepare and administer tax documentation for legal entities

This unit describes the skills and knowledge required to identify taxation requirements for complex lodgements and returns for legal entities.

It applies to individuals who use specialised knowledge and systematic approaches to ensure compliance requirements are met.

FNSTPB401 - Complete business activity and instalment activity statements

This unit describes the skills and knowledge required to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.

It applies to individuals who use a range of organisational and analytical techniques to work in organisations or to supply bookkeeping services.

FNSTPB402 - Establish and maintain payroll systems

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process payroll data for manual and computerised systems.

It applies to individuals who use a range of organisational techniques who may work for organisations or be small business owners.

BSBLDR402 - Lead effective workplace relationships

This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion including motivating, mentoring and coaching.

This unit applies to team leaders, supervisors and managers where leadership plays a role in developing and maintaining effective workplace relationships.

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.

Face-to-face Instructor-led Classroom

Face-to-face class-room workshop is the fastest way to achieve your qualification. Workshops are conducted either as face to face classrooms or via video conference and facilitated by industry professionals skilled at making the workshop experience interactive

How to Enrol

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



1300 306 146
(option 1 'new enquiries')



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