



# FNS30317 Certificate III in Accounts Administration

National ID: FNS30317 | State ID: BDQ0

## About this course

### Are you looking to invest yourself in a rewarding accounts career?

This course has replaced FNS30315 - State ID AWA4.

When you complete the Certificate III in Accounts Administration you'll have skills that employers are looking for, making you ideal for roles in accounts payable and receivable, as a cashier, payroll officer or accounts clerk.

You will gain skills and knowledge in financial transactions, accounts and ledgers, workplace health and safety, financial reports, and payroll. You will have experience in using computerized accounting software including MYOB and XERO.

With industry and government forecasting a modest growth for accounts clerks in coming years, you'll be ready for recruiting.

Full-time attendance is equivalent to three days a week.

This course runs for one semester which means you'll be job ready in no time. You may also want to consider further study to obtain the the Certificate IV in Accounting and Bookkeeping.


This Qualification is also available as a Traineeship. To study as a Trainee, you must be employed in a training contract by an appropriate organisation. Please see the Apprenticeships/Traineeships section for more information.

## Overview

### Semester 1, 2019

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#### Rockingham Campus - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 1, 2019**

 How: **Full Time**

## 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
BSBFIA302	Process payroll

National ID	Unit Title
BSBFIA401	Prepare financial reports
FNSACM302	Prepare, match and process receipts
BSBITU304	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

This course is available as a traineeship.

### Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

## Job opportunities

- When you complete the Certificate III in Accounts Administration you'll have skills that employers are looking for, making you ideal for roles in accounts payable and receivable, as a cashier, payroll officer or accounts clerk.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- FNS40217 Certificate IV in Accounting and Bookkeeping, State ID BDQ3

## Fees and charges

### Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

### VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

### International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## **Apprenticeships and traineeships**

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

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