



# Finance

Connecting through education.

- 🔗 **FNS40222** Certificate IV in Accounting and Bookkeeping
- 🔗 **FNS50217** Diploma of Accounting
- 🔗 **FNS60217** Advanced Diploma of Accounting

## Make strategic decisions

Finance is all about managing assets to create wealth for investors and companies and making strategic decisions in the face of uncertainty. Start your career in finance from the foundation Certificate level to the specialised Advanced Diploma of Accounting.

## Build you knowledge

Build essential knowledge and professional skills to work competently within the accounting, business and finance sectors. Completion of the higher level courses will prepare you for a career in finance or link you directly with university degrees specialising in finance..



**FNS40222**

# Certificate IV in Accounting and Bookkeeping

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 🔗 Entry Requirements

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There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

## 🔗 Skills

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- Apply accounting fundamentals
- Create financial reports
- Process financial transactions
- Use computerised accounting and payroll systems
- Create and lodge Business Activity Statements (BAS)

## 🔗 Career Opportunities:

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- Bookkeeper
- Payroll Officer
- Accounts Officer



**FNS40222**

# Certificate IV in Accounting and Bookkeeping

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
BSBFIN401	Report on financial activity	CORE
BSBTEC404	Use digital technologies to collaborate in a work environment	CORE
FNSACC311	Process financial transactions and extract interim reports	CORE
FNSACC312	Administer subsidiary accounts and ledgers	CORE
FNSACC408	Work effectively in the accounting and bookkeeping industry	CORE
FNSACC416	Set up and operate a computerised accounting system	CORE
FNSTPB401	Complete business activity and instalment activity statements	CORE
FNSTPB402	Establish and maintain payroll systems	CORE
BSBTEC402	Design and produce complex spreadsheets	ELECTIVE
BSBPEF501	Manage personal and professional development	ELECTIVE
FNSACC313	Perform financial calculations	ELECTIVE
BSBLDR413	Lead effective workplace relationships	ELECTIVE
FNSACM411	Authorise valid expense payments	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**FNS50222**

# Diploma of Accounting

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 📋 Entry Requirements

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Completion of the FNSSS00014 Accounting Principles Skill Set; or Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent; or its superseded versions (FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting) or their equivalent.

## 📋 Skills

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- Advanced skills in budget management and forecasting
- To prepare financial reports and taxation documentation
- How to implement internal control procedures
- To provide management accounting information

## 📋 Career Opportunities:

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- Bookkeeper
- Payroll manager
- Assistant accountant
- Accounts supervisor



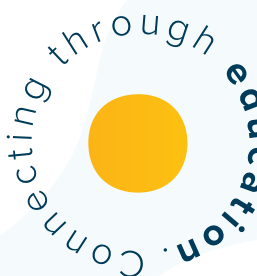
**FNS50222**

# Diploma of Accounting

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	FNSACC511 Provide financial and business performance information	CORE
	FNSACC512 Prepare tax documentation for individuals	CORE
	FNSACC513 Manage budgets and forecasts	CORE
	FNSACC514 Prepare financial reports for corporate entities	CORE
	FNSACC516 Implement and maintain internal control procedures	CORE
	FNSACC517 Provide management accounting information	CORE
	BSBFIA401 Prepare financial reports	ELECTIVE
	BSBITU402 Develop and use complex spreadsheets	ELECTIVE
	BSBLDR402 Lead effective workplace relationships	ELECTIVE
	FNSACC408 Work effectively in the accounting and bookkeeping industry	ELECTIVE
	FNSACC416 Set up and operate a computerised accounting system	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**FNS60222**

# Advanced Diploma of Accounting

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 📋 Entry Requirements

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Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set; or Completion of FNS50215 Diploma of Accounting; or Completion of FNS50217 Diploma of Accounting.

## 📋 Skills

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- Develop and manage financial systems
- Interpret and use financial statistics and tools
- Monitor corporate governance activities
- Evaluate financial risk in an organisation
- Influence critical business decisions

## 📋 Career Opportunities:

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- Accounting manager
- Assistant accountant



**FNS60222**

# Advanced Diploma of Accounting

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	FNSACC624 Monitor corporate governance activities	CORE
	FNSINC601 Apply economic principles to work in the financial services industry	CORE
	FNSINC602 Interpret and use financial statistics and tools	CORE
	FNSACC511 Provide financial and business performance information	ELECTIVE
	FNSACC512 Prepare tax documents for individuals	ELECTIVE
	FNSACC513 Manage budgets and forecasts	ELECTIVE
	FNSACC514 Prepare financial reports for corporate entities	ELECTIVE
	FNSACC516 Implement and maintain internal control procedures	ELECTIVE
	FNSACC517 Provide management accounting information	ELECTIVE
	FNSACC605 Implement organisational improvement programs	ELECTIVE
	FNSACC606 Conduct internal audit	ELECTIVE
	FNSACC608 Evaluate organisation's financial performance	ELECTIVE
	FNSORG602 Develop and manage financial systems	ELECTIVE
	FNSRSK602 Determine and manage risk exposure	ELECTIVE

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## LIVE & LEARN • STUDY ON THE GOLD COAST

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## 🔗 VET Entry Requirements

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All applicants enrolling into Vocational programs must meet the minimum English entry requirements of:

- IELTS Overall Band Score of 5.5 or equivalent, a recognized Upper-intermediate English certificate from another Australian College or the GCLC VET ENTRY test.
- Students who wish to commence studies in any VET course will be asked to complete a literacy and numeracy assessment.
- Students may be required to complete an English language course if their level of English is not sufficient for VET course entry.
- Entry into our Certificate IV, Diploma and Advanced Diploma courses requires a Year 12 qualification or equivalent.

All English evidence provided must be within a 2-year validity period of the commencement date.

## 🔗 RPL/Credit Transfer

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You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.

## 🔗 Students

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- **Laptop** is required
- **Payment Plan:** options are available
- **Microsoft Word Package:** own expenses
- **Flexible Study Options:** Online | Face-to-face | Blended delivery
- **Recognition of Prior Learning (RPL)** and credit transfer option available



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