



## Course Information – International Students

<b>Qualification Code and Title</b>	FNS50217 Diploma of Accounting
<b>Provider</b>	Decode College is a registered business name of Sydney Centre for Finance Studies Pty Ltd ACN 623 300 078   RTO number 45455   CRICOS number 03736B
<b>Course Overview</b>	<p>This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.</p> <p><b>Licensing/Regulatory Information</b></p> <p>Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.</p> <p>This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.</p>
<b>Entry Requirements</b>	<p>Training Package entry requirements are:</p> <p>Completion of the FNSSS00014 Accounting Principles Skill Set;</p> <p>OR</p> <p>Completion of FNS40615 Certificate IV in Accounting or equivalent;</p> <p>OR</p> <p>Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.</p> <p>Decode College has the following entry requirements:</p> <p>International students must:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age and have completed the equivalent of Year 12.</li> <li>• Have high level language, literacy and numeracy levels – sufficient to interpret documents and liaise effectively with trainers, prepare written reports and complete assessments. These skills will be tested in a course entry interview to determine</li> </ul>

	<p>suitability for the course and student needs. This will also include an LLN assessment and students must achieve at least ACSF level 3 for all domains.</p> <ul style="list-style-type: none"> <li>Have an IELTS* score of 6.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following: <ul style="list-style-type: none"> <li>Educated for 5 years in an English speaking country; or</li> <li>Completed at least 6 months of a Certificate IV level course in an Australian RTO; or</li> <li>Successful completion of an English Placement Test</li> </ul> </li> <li>have the ability to use computers, to email, send and write word documents and to use basic spreadsheets.</li> <li>have access to the internet (whilst all of the learning materials can be downloaded via pdf, internet access would be required to download the documents and to upload assessments).</li> </ul> <p>*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.5.</p>
<b>Course Duration</b>	<p>This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks and 12 weeks of holidays. Holidays are 2 weeks at the end of each of the first three terms of the year and 6 weeks at the end of term 4. (The 6 weeks holiday will include Christmas, New Year, and summer holidays). Please note that the holidays are structured in this way to allow for mid-term intakes.</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>The timing for this course will be advised in the Letter of Offer.</p>
<b>Delivery mode and location</b>	<p>This course will be delivered face-to-face in a classroom-based setting and though structured self-study, which includes the simulation of workplace-based environment.</p> <p>The course is delivered at:</p> <ul style="list-style-type: none"> <li>Suite 1A, 34 Macmahon Street, Hurstville NSW 2220</li> </ul> <p>Due to coronavirus restrictions and to ensure the safety of students, classes may be held online instead of face to face.</p>
<b>Career Outcomes</b>	<p>Students who complete this course may be able to seek employment in a range of accounting roles.</p>
<b>Education Pathways</b>	<p>Students who complete this course may wish to further their study into the FNS60217 Advanced Diploma of Accounting or a range of Advanced Diploma qualifications.</p>
<b>Course Structure</b>	<p>The FNS50217 Diploma of Accounting requires the successful completion of six (6) core units and five (5) elective units. Electives for this qualification have been chosen by Decode College to ensure that students achieve a broad range of skills and knowledge in accounting.</p> <p>Note that due to the entry requirements students will receive credit for FNSACC408 Work effectively in the accounting and bookkeeping industry and will therefore only be required to complete 10 units. Credit for other units may also be supplied as per the details below.</p> <p>The course structure is as follows:</p>

	<b>Term 1</b>		
	BSBTWK503	Manage meetings	Elective
	BSBCMM411	Make presentations	Elective
	<b>Term 2</b>		
	FNSACC511	Provide financial and business performance information	Core
	FNSACC512	Prepare tax documentation for individuals	Core
	FNSACC517	Provide management accounting information	Core
	<b>Term 3</b>		
	FNSACC516	Implement and maintain internal control procedures	Core
	FNSACC513	Manage budgets and forecasts	Core
	<b>Term 4</b>		
	FNSACC514	Prepare financial reports for corporate entities (pre-requisite units are BSBFIA401 and FNSACC311)	Elective
	BSBLDR413	Lead effective workplace relationships	Elective
	BSBTEC402	Design and produce complex spreadsheets	Core
<b>Course progress</b>	Note that for international students satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a> .		
<b>Enrolment and Orientation</b>	<p>Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students will need to read all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, course progress requirements.</p> <p>This course outline should be read in conjunction with Decode College Student Handbook. This can be found online at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a>.</p>		
<b>Additional Support</b>	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"> <li>• Academic and personal support.</li> <li>• Referral to external support services.</li> </ul>		
<b>Training Arrangement</b>	Students are required to attend classes for 14 hours a week (2 days) and complete 6 hours of structured self-study per week in addition to homework and assignment/assessment preparation. Timetable information will be provided in the student's Letter of Offer and Student Agreement.		

<b>Assessment Arrangements</b>	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"> <li>• Projects</li> <li>• Presentations</li> <li>• Report writing</li> <li>• Observations</li> <li>• Questioning (oral or written)</li> </ul> <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>
<b>Course Costs:</b>	<p>The costs for this course are as follows:</p> <p><b>Enrolment fee:</b> \$200 (non-refundable to be paid on application)</p> <p><b>Materials fee:</b> \$300 (non-refundable and calculated at \$75 per term)</p> <p><b>Course fees:</b> \$10,000</p> <p><b>Non-Tuition fees:</b> May apply and can be found at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a>.</p> <p>A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks, which are to be purchased at the student's own cost. Non-payment of course fees may result in cancellation of enrolment.</p> <p>Students must also supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint &amp; Publisher, as well as MYOB.</p> <p>International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Decode College provides details of OSHC providers in the International Student Handbook.</p> <p>Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at:</p> <p><a href="https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs">https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs</a>.</p>
<b>Course Credit</b>	<p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a>.</p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below.</p>
<b>Selection and enrolment procedures</b>	<p>To enroll for this course an enrolment form must be completed, which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>
<b>Contact Details</b>	<p>Call our office on (02) 9121 6281 or email us at <a href="mailto:info@decode.nsw.edu.au">info@decode.nsw.edu.au</a></p>