



## Course Information – International Students

<b>Qualification Code and Title</b>	FNS60217 Advanced 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 the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.</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>The Training Package requires that students must have completed the following six units or their equivalent:</p> <p>Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set; or</p> <p>Completion of FNS50215 Diploma of Accounting; or</p> <p>Completion of FNS50217 Diploma of Accounting.</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.</li> <li>• Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old).</li> <li>• Participate in a course entry interview to determine suitability for the course.</li> </ul>

Course Duration	<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).</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. Decode College offers morning, and afternoon classes from Monday to Friday.</p>																																												
Delivery mode and location	<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>																																												
Career Outcomes	<p>Students who complete this course may be able to seek employment in a range of accounting roles.</p>																																												
Education Pathways	<p>Students who complete this course may wish to further their study into a range of higher education qualifications in accounting.</p>																																												
Course Structure	<p>The FNS60217 Advanced Diploma of Accounting requires the successful completion of three (3) core units and eleven (11) 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 business.</p> <p>The course structure is as follows:</p> <table><tr><th colspan="3">Term 1</th></tr><tr><td>BSBWOR501</td><td>Manage personal work priorities and professional development</td><td>Elective</td></tr><tr><td>BSBWRT401</td><td>Write complex documents</td><td>Elective</td></tr><tr><td>FNSINC601</td><td>Apply economic principles to work in the financial services industry</td><td>Core</td></tr><tr><th colspan="3">Term 2</th></tr><tr><td>BSBSUS501</td><td>Develop workplace policy and procedures for sustainability</td><td>Elective</td></tr><tr><td>FNSFMK505</td><td>Comply with financial services legislation and industry codes of practice</td><td>Elective</td></tr><tr><td>FNSACC624</td><td>Monitor corporate governance activities</td><td>Core</td></tr><tr><td>BSBLDR511</td><td>Develop and use emotional intelligence</td><td>Elective</td></tr><tr><th colspan="3">Term 3</th></tr><tr><td>FNSINC503</td><td>Identify situations requiring complex ethical decision making</td><td>Elective</td></tr><tr><td>FNSINC504</td><td>Apply ethical frameworks and principles to make and act upon decisions</td><td>Elective</td></tr><tr><td>FNSACC601</td><td>Prepare and administer tax documentation for legal entities (pre-requisite FNSACC512 Prepare tax documentation for individuals)</td><td>Elective</td></tr><tr><td>FNSINC602</td><td>Interpret and use financial statistics and tools</td><td>Core</td></tr></table>			Term 1			BSBWOR501	Manage personal work priorities and professional development	Elective	BSBWRT401	Write complex documents	Elective	FNSINC601	Apply economic principles to work in the financial services industry	Core	Term 2			BSBSUS501	Develop workplace policy and procedures for sustainability	Elective	FNSFMK505	Comply with financial services legislation and industry codes of practice	Elective	FNSACC624	Monitor corporate governance activities	Core	BSBLDR511	Develop and use emotional intelligence	Elective	Term 3			FNSINC503	Identify situations requiring complex ethical decision making	Elective	FNSINC504	Apply ethical frameworks and principles to make and act upon decisions	Elective	FNSACC601	Prepare and administer tax documentation for legal entities (pre-requisite FNSACC512 Prepare tax documentation for individuals)	Elective	FNSINC602	Interpret and use financial statistics and tools	Core
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	<b>Term 4</b>		
	BSBHRM405	Support the recruitment, selection and induction of staff	Elective
	FNSACC614	Prepare complex corporate financial reports (pre-requisite FNSACC514 Prepare financial reports for corporate entities)	Elective
	BSBMGT617	Develop and implement a business plan	Elective
<b>Course progress</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>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 Sydney Centre for Finance Studies Pty Ltd trading as 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 Arrangements</b>	<p>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.</p>		
<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>	The costs for this course are as follows:		

**Enrolment fee:** \$200 (non-refundable to be paid on application)

**Materials fee:** \$300 (non-refundable and calculated at \$75 per term)

**Course fees:** \$10,000

**Non-Tuition fees:** May apply and can be found at [www.decode.nsw.edu.au](http://www.decode.nsw.edu.au)

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.

Name of Publication	Approx. Price	Publisher
Management Theory and Practice, 6 <sup>th</sup> Edition, Kris Cole	\$ To be added at the time of publication to ensure currency	Cengage Learning <a href="http://www.cengage.com.au">www.cengage.com.au</a>
Business Communication Handbook 10 <sup>th</sup> Edition Judith Dwyer	\$ To be added at the time of publication to ensure currency	Cengage Learning <a href="http://www.cengage.com.au">www.cengage.com.au</a>
Apply Economic Principles to Work in the financial services industry	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Use Financial Statistics	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Monitor Corporate Governance Activities	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Prepare and administer tax documentation for legal entities	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Prepare complex corporate financial reports	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Comply with financial services legislation and industry codes of practice	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Comply with financial services legislation and industry codes of practice	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Identify situations requiring complex ethical decision making	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>
Apply ethical frameworks and principles to make and act upon decisions	\$ To be added at the time of publication to ensure currency	Learn Now Publications <a href="http://www.learnbiznow.com">www.learnbiznow.com</a>

These textbooks may be purchased by students through Cengage Learning and Learn Now Publications or any other bookshops or online providers that offer these publications.

Students must also supply their own laptop with Microsoft Office software e.g. Office 365

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	<p>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 <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) 9580 4634 or email us at <a href="mailto:info@decode.nsw.edu.au">info@decode.nsw.edu.au</a>.</p>