



Course Information – International Students

Qualification Code and Title	FNS60217 Advanced Diploma of Accounting
Provider	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
Course Overview	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. Licensing/Regulatory Information 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. 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.
Entry Requirements	The Training Package requires that students must have completed the following six units or their equivalent: 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. Decode College has the following entry requirements: International students must: • Be at least 18 years of age. • Have an IELTS score of 6.5 or equivalent • Participate in a course entry interview to determine suitability for the course. • Undertake a language, literacy and numeracy (LLN) test

	- Have the ability to use computers, email, send and write Word documents and to use basic spreadsheets. - Have reliable internet access - Be enrolled in the course for the primary purpose of obtaining a qualification																																				
Course Duration	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). 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. The timing for this course will be advised in the Letter of Offer. Decode College offers morning, and afternoon classes from Monday to Friday.																																				
Delivery mode and location	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. The course is delivered at: Suite 1A, 34 Macmahon Street Hurstville NSW 2220																																				
Career Outcomes	Students who complete this course may be able to seek employment in a range of accounting roles.																																				
Education Pathways	Students who complete this course may wish to further their study into a range of higher education qualifications in accounting.																																				
Course Structure	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. The course structure is as follows: <table><tr><th colspan="3">Term 1</th></tr><tr><td>BSBpEF501</td><td>Manage personal and professional development</td><td>Elective</td></tr><tr><td>BSBWRT411</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>BSBSUS511</td><td>Develop workplace policies and procedures for sustainability</td><td>Elective</td></tr><tr><td>FNSFMK515</td><td>Comply with financial services regulation 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>BSBPEF502</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</td><td>Elective</td></tr></table>	Term 1			BSBpEF501	Manage personal and professional development	Elective	BSBWRT411	Write complex documents	Elective	FNSINC601	Apply economic principles to work in the financial services industry	Core	Term 2			BSBSUS511	Develop workplace policies and procedures for sustainability	Elective	FNSFMK515	Comply with financial services regulation and industry codes of practice	Elective	FNSACC624	Monitor corporate governance activities	Core	BSBPEF502	Develop and use emotional intelligence	Elective	Term 3			FNSINC503	Identify situations requiring complex ethical decision making	Elective	FNSINC504	Apply ethical frameworks and principles to	Elective
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		make and act upon decisions	
	FNSACC601	Prepare and administer tax documentation for legal entities (pre-requisite FNSACC512 Prepare tax documentation for individuals)	Elective
	FNSINC612	Interpret and use financial statistics and tools	Core
	Term 4		
	BSBHRM415	Coordinate recruitment and onboarding	Elective
	FNSACC614	Prepare complex corporate financial reports (pre-requisite FNSACC514 Prepare financial reports for corporate entities)	Elective
	BSBOPS601	Develop and implement a business plans	Elective
Course progress	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 www.decode.nsw.edu.au. For international students, the granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration. For any questions about course credit, contact us at the details shown below.		
Enrolment and Orientation	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. 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. 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 www.decode.nsw.edu.au		
Additional Support	All students will be provided with a range of learning support options and resources to help them achieve competency. This includes: • Academic and personal support. • Referral to external support services.		
Training Arrangements	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.		
Assessment Arrangements	Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including: • Projects • Presentations • Report writing • Observations		

	• Questioning (oral or written) At the beginning of each unit, trainers will outline the assessment tasks that must be completed.																																				
Course Costs:	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 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. <table><tr><th>Name of Publication</th><th>Approx. Price</th><th>Publisher</th></tr><tr><td>Management Theory and Practice, 6th Edition, Kris Cole</td><td>\$ To be added at the time of publication to ensure currency</td><td>Cengage Learning www.cengage.com.au</td></tr><tr><td>Business Communication Handbook 10th Edition Judith Dwyer</td><td>\$ To be added at the time of publication to ensure currency</td><td>Cengage Learning www.cengage.com.au</td></tr><tr><td>Apply Economic Principles to Work in the financial services industry</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Use Financial Statistics</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Monitor Corporate Governance Activities</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Prepare and administer tax documentation for legal entities</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Prepare complex corporate financial reports</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Comply with financial services legislation and industry codes of practice</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Comply with financial services legislation and industry codes of practice</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Identify situations requiring complex ethical decision making</td><td>\$ To be added at the time of publication to ensure currency</td><td>Learn Now Publications www.learnbiznow.com</td></tr><tr><td>Apply ethical frameworks and principles to make and</td><td>\$ To be added at the time of publication to ensure</td><td>Learn Now Publications</td></tr></table>	Name of Publication	Approx. Price	Publisher	Management Theory and Practice, 6 th Edition, Kris Cole	\$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au	Business Communication Handbook 10 th Edition Judith Dwyer	\$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au	Apply Economic Principles to Work in the financial services industry	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Use Financial Statistics	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Monitor Corporate Governance Activities	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Prepare and administer tax documentation for legal entities	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Prepare complex corporate financial reports	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Comply with financial services legislation and industry codes of practice	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Comply with financial services legislation and industry codes of practice	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Identify situations requiring complex ethical decision making	\$ To be added at the time of publication to ensure currency	Learn Now Publications www.learnbiznow.com	Apply ethical frameworks and principles to make and	\$ To be added at the time of publication to ensure	Learn Now Publications
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Course Credit	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 www.decode.nsw.edu.au. For international students, the granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration. For any questions about course credit, contact us at the details shown below.		
Selection and enrolment procedures	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. For more information about our selection and enrolment processes, contact us at the details shown below.		
Contact Details	Email us at info@decode.nsw.edu.au or visit our website.		