**DUAL QUALIFICATION**

**UPDATED + PAYROLL**

**FNS50217 DIPLOMA OF Accounting and FNSSS00012 Payroll Administrator Skill Set.**

Course Information

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| **Course Codes:** FNS50217 Diploma of Accounting + FNSSS00012 Payroll Administrator Skill Set **National recognition:** Yes **Units:** 11 in total **Dedicated Trainer:** Yes  **Delivery:** Online **Start anytime:** Yes **Self-paced:** Yes **Duration:** 12 Months / 660 hours **Fee:** **$4,950.00** *(save $2,050)* **Payment plan:** Yes **RPL Options:** Yes | The Diploma of Accounting is a nationally recognised qualification designed for individuals looking to work in professional accounting roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers and employees performing a range of accounting tasks for organisations in a range of industries  The Diploma of Accounting is also the entry level qualification necessary to apply to register as a tax agent through Item 203 as outlined in the TASR.  Check current registration requirements with the TPB.  ***ENROL NOW and gain the recognition you deserve!*** |

## ATTENTION PAYROLL SPECIALISTS!

## Dual Qualification offer for ABN conference delegates only

## Enrol in the Diploma of Accounting at conference and we will include the NEW Payroll Administrator Skill Set.

Empower yourself to build a successful career in the Accounting and Bookkeeping industry. If you want to work as a registered practitioner, start your own business or become a very employable professional, our Diploma of Accounting is your ticket to a great new career!

**Total number of units = 11 comprising of 6 core units plus 5 elective units:**

**Core Units (6)**

• FNSACC511 Provide financial and business performance information  
• FNSACC512 Prepare tax documentation for individuals1  
• FNSACC513 Manage budgets and forecasts  
• FNSACC514 Prepare financial reports for corporate entities  
• FNSACC516 Implement and maintain internal control procedures  
• FNSACC517 Provide management accounting information

**Elective Units (5)**

• FNSPAY501 Process salary packaging arrangements and additional allowances in payroll  
• FNSPAY502 Process superannuation payments in payroll  
• FNSPAY503 Process complex employee terminations in payroll  
• FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll  
• FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

**Entry Requirements**

Candidates must demonstrate they have met the course entry requirements below to be eligible to enrol in the Diploma of Accounting:

• Completion of the FNSSS00014 Accounting Principles Skill Set, or equivalent; OR

• Completion of FNS40615 Certificate IV in Accounting or equivalent; OR  
• Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

**Successful candidates will receive a nationally recognised qualification.**

**Book a Consultation** **with Group314 for your free skills assessment to discuss entry requirements or RPL options.**

**DUAL QUALIFICATION**

**UPDATED + PAYROLL**

## FNS40217 Certificate IV in Accounting and Bookkeeping + FNSSS00012 PayrolL Administrator Skill Set.

**NEW**

**Course Information**

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| **Course Codes:** FNS40217 Certificate IV in Accounting and Bookkeeping + FNSSS00012 Payroll Administrator Skill Set **National recognition:**Yes **Units:**13 in total **Level:**Certificate IV  **Dedicated Trainer:** Yes **Delivery:**Online **Start anytime:** Yes **Self-paced:** Yes **Duration:**12 Months / 660 hours **Fee:** $3,250.00 *(save $1,750)* **Payment plan:** Yes **RPL Options:** Yes | A Brand NEW qualification which reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries.  It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.  Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities. |

## ATTENTION PAYROLL SPECIALISTS!

## Dual Qualification offer for ABN conference delegates only

## Enrol in the Certificate IV in Accounting and Bookkeeping at conference and we will include the NEW Payroll Administrator Skill Set.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply; persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

**Total number of units = 11 comprising of 8 core units plus 3 elective units:**

**Core Units (8)**

• BSBFIA401 Prepare financial reports  
• BSBSMB412 Introduce cloud computing into business operations  
• FNSACC311 Process financial transactions and extract interim reports  
• FNSACC312 Administer subsidiary accounts and ledgers  
• FNSACC408 Work effectively in the accounting and bookkeeping industry  
• FNSACC416 Set up and operate a computerised accounting system  
• FNSTPB401 Complete business activity and instalment activity statements  
• FNSTPB402 Establish and maintain payroll systems

**Elective Units (5)**

• FNSPAY501 Process salary packaging arrangements and additional allowances in payroll  
• FNSPAY502 Process superannuation payments in payroll  
• FNSPAY503 Process complex employee terminations in payroll  
• FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll  
• FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

**Successful candidates will receive a nationally recognised qualification.**

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