

COURSE FACT SHEET

FNS30315 Certificate III in Accounts Administration (International Students)

CRICOS Course Code: 088907G

Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

GBCA Values: Innovative Minds, Caring Hearts, Global Skills

Course Description:

This course provides students with the knowledge and skills required to successfully support financial operations in a range of roles in classifying, recording and reporting of accounting information and other business statements.

This course is part of the Financial Services Training Package and satisfies the Australian Qualifications Framework (AQF) guidelines. This qualification reflects the job roles of employees with functions that could include:

- Filing, checking and processing financial data entry and processing accounts payable/receivable
- Providing customer service in financial transactions
- Assisting in processing payroll
- Front line cashiering and bank account maintenance
- Assisting with entering transaction data to ledgers and maintaining a general ledger
- Producing GST reports

Course duration: 22 weeks (including catch up class, reassessment and semester breaks).

Schedule: 20 contact hours per week.

Delivery mode: Face to face training

Campus location and delivery site: Level 1&2, 337-339 La Trobe Street, Melbourne 3000 VIC

Entry requirements: Applicants must satisfy all requirements as below:

Age requirements:

- Over 18 years of age OR

- International students under the age of 18 is required to have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval. Upon approving the arrangements, GBCA will issue a CoE and the Confirmation of Approved Accommodation and Welfare (CAAW) Letter to the student. The letter is to be presented to the Department of Immigration and Border Protection (DIBP) when the student applies for a student visa.

Academic requirements:

- All students are required to meet the requirements of previous accounting qualification (Cert I or II in Financial Services or equivalent); or
- Minimum of Year 12 or equivalent Academic Statement (certified) with a pass grade in accounting unit; or
- Completion of one accounting subject in a Bachelor or higher level; or
- Minimum of 6 months industry working experience with accounting duties in a registered company.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject, or
- Have been successfully completing at least 1 semester of a Bachelor course (or above) at an Australian University or Higher Education provider, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure:

Unit Code	Unit Name
FNSACC301	Process financial transactions and extract interim reports
FNSACC302	Administer subsidiary accounts and ledgers
FNSACC303	Perform financial calculations
FNSINC301	Work effectively in the financial services industry
BSBWHS201	Contribute to health and safety of self and others
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
FNSBKG402	Establish and maintain a cash accounting system
FNSBKG403	Establish and maintain an accrual accounting system
FNSBKG405	Establish and maintain a payroll system

Assessment methods:

A variety of assessment methods will be used throughout the course, including: Written Questions, Practical Activities, Role Plays, Case Studies, Project, Assignment, Integrated Practical Activities or Verbal Questioning.

Tuition and Non-Tuition fees: Please refer to the Fee Schedule.

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

Student Support:

GBCA is committed to providing students with a rewarding study and learning experience. GBCA has a range of support services in place to assist students in successfully completing their qualification, balancing their study and life schedules and addressing their concerns. Support services include learning support, mentor support, soft skills workshops, library services, counselling services and IT support.

1. Language, Literacy and Numeracy (LLN):

GBCA will provide LLN supports to students who have any skill/s in their spiky profile that is lower than the spiky profile of the intended course.

2. Learning Support

The teaching staff of GBCA are available to assist students in need with their studying and homework. This support may vary depending on identified needs. Students are encouraged to talk to their trainer when assistance is required to ensure satisfying academic performance.

Students who require additional assistance can schedule appointments with their trainer. There will be support available to assist students in meeting their course requirements and maintaining attendance, such as:

- Additional individual or group tutorial/academic guidance
- Soft Skills Workshops (see below)
- Counselling Services (see below)

3. Soft Skills Workshops

GBCA offers a range of workshops to improve students' soft skills, which may include but not limited to:

- Time Management
- Communication Skills
- Problem Solving Skills
- Presentation Techniques
- Writing Skills

4. Library Corner

The library corner provides a supportive learning environment for your study and consists of range of accounting and business related books. Computers with access to internet, MS

office and MYOB Educational Edition installed are available as well as printing, photocopying and scanning.

5. Counselling Services

Staff at GBCA are available to provide confidential counselling services. International students may seek advice assistance with matters such as cross-cultural issues or adjusting to life in Australia. We are committed to ensure that every student has a positive experience while studying at GBCA.

6. IT Support

GBCA IT Support Officer will assist students with any computer related issues such as problems with connecting to the wireless network, setting up software or login.

All support services provided by the GBCA are FREE of charge to students. If special or intensive assistance is required, the student will be referred to an appropriate external service. GBCA will not charge any reference fee however any cost associated with the external service will be at students' own expense. The student support officer will provide assistance to students if necessary when attempting to contact external services.

Facilities and resources available to students:

- Classroom
- Whiteboards
- Printers
- Student lounge
- Kitchen
- Bathrooms (including disabled toilet)
- Library corner with a variety of books
- Wi-Fi network

Overseas Student Health Cover:

Students are required to purchase Overseas Student Health Cover (OSHC) prior to commencing studies at GBCA.

There are various Overseas Student Health Cover (OSHC) providers and a comparison of the prices could be found on the website: <https://oshcaustralia.com.au/en>

Course enquiries:

If you have any enquiries, please contact: admissions@gbca.edu.au

Student support service contact:

Student Support Officer

E: Studentsupport@gbca.edu.au

T: 9041 3050

This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.

