

COURSE FACT SHEET

FNS30315 Certificate III in Accounts Administration

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: 337-339 La Trobe street & 338 Queen street, Melbourne 3000

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
BSBFIA401	Prepare financial reports

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.

Compliant statement:

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).

Government funding:

Government funding is not available for this program.

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.

