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| **Course** | **FNS50210 Diploma of Accounting** |
| Registered Training Organisation | Chisholm Institute  121 Stud Road  Dandenong, Victoria, Australia 3175  **RTO Registration No. 260** |
| Chisholm Course Coordinator | Chisholm Coordinator:  Rex Lang  Email: [rex.lang@chisholm.edu.au](mailto:rex.lang@chisholm.edu.au)  Telephone: Work + 61 3 9238 8475  Mobile +61439032161 |
| Entry Requirements | 1. Successful completion of Year 12 2. Chisholm English Language Level 3.5 |
| Course Duration | Three Years:   * Year 1 - Study of English and the awarding upon successful completion of the Chisholm English Certificate. * Years 2 and 3 - Diploma of Accounting (Australian) |
| Method of Delivery | The course is full time delivered in class for 25 hours per week - 40 weeks per year.  The last semester of Year 3 will include practical placement in industry. |
| Course Overview | Certificate IV (FNS40611)  Develops skills in manual and computerised accounts receivable, accounts payable, payroll, and the general ledger and the preparation of Business Activity Statement (BAS) and financial statements.  Diploma of Accounting (FNS50210)  Develops advanced bookkeeping and assistant accountant skills in budgeting, management and company accounting with the further development of Australian income tax, Economics and Accounting theory. |
| Sample Units of Competency | Your full list of competencies will be provided to you at the commencement of your course. The following are sample units:  Certificate IV in Accounting (FNS40611)  FNSACC301A : Process financial transactions and extract interim reports  FNSACC302A : Administer subsidiary accounts and ledgers  BSBFIA401A : Prepare financial reports  BSBOHS201A: Participate in OH & S processes  BSBITU306A: Design & produce business documents  BSBITU304A: Produce Spreadsheets  Diploma of Accounting (FNS50210)  BSBITU402A: Develop and use complex spreadsheets  FNSACC503A: Manage budgets and forecasts  FNSACC506A: Implement and maintain internal control procedures  FNSACC507A: Provide management accounting information  FNSACC501A: Provide financial and business performance information  FNSACC504A: Prepare financial reports for corporate entities  FNSFLT502A: Facilitate Customer awareness of Australian Financial Systems |
| Chisholm’s Obligations to you | You will be enrolled as a student at Chisholm as well our Training Partner Institute. This means that Chisholm will be responsible for the quality of your training and assessment. It also means that you will be covered by Chisholm policies in the event that our Training Partner Institute ceases delivery of this course.  Upon graduation you will be awarded:   * Chisholm Institute English Certificate * Certificate IV in Accounting (FNS40611) * Diploma of Accounting (FNS50210) * Diploma from your Institute   Upon enrolment you will be provided with a Student Handbook with information about the course, units, assessment, learning resources, policies and coordinator details.  You will also be provided with a copy of the learning resources for the course such as text books, manuals and handouts. . You will be advised by our Training Partner Institute of any additional materials and equipment you need to provide. |
| Grievances | Chisholm recognises that from time to time student grievances or complaints may occur on various matters. The Chisholm Complaint Policy is designed to facilitate the equitable and speedy resolution of these grievances. All students are entitled to fair and consistent treatment and prompt consideration and resolution of complaints. You can gain further information through your course coordinator or the Chisholm course coordinator.  See link below for Complaints and Appeals Policy |
| RPL | Chisholm has a policy to provide for the assessment and various types of learning undertaken by a student prior to enrolment at Chisholm. This may include relevant work experience and other courses of study. This is known as Recognition of Prior Learning (RPL).  You can gain further information through your course coordinator or the Chisholm course coordinator, if you believe this to be relevant to you.  See link below for RPL and Credit Transfer Policy |
| Chisholm Policies | Chisholm policies and procedures are available on the internet:  <https://qms.chisholm.edu.au/>  Some of the key policies relating to students are listed below: |
| |  |  | | --- | --- | | * Assessment of Learning | QMS 111 | | * Privacy and Freedom of Information | QMS 301 | | * Copyright and Intellectual Property | QMS 302 | | * Complaints and Appeals | QMS 306 | | * Student Code of Conduct | QMS 117 | | * RPL and Credit Transfer | QMS 107 | |
| Pathways | When you complete your course at Chisholm, it opens the door to further study, either at Chisholm or another Australian Institution. In some case you will be eligible for credit transfer into university programs at the completion of your Chisholm Diploma. You can gain further information through your course coordinator or the Chisholm course coordinator. |
| Fees | You will be advised of the fees, payment terms and conditions and refund policy for this course by our Training Partner Institute. |