This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. You'll become thoroughly versed in core accounting skills and computer use in the accounting environment. In addition, you'll be fully equipped to manage and solve real-life business challenges, with sound proficiencies in planning and gathering information, processing business information, Business Activity Statements (BAS) and payroll.

Course Structure
This course consists of 13 units of competency, 9 unit of competency is core and 4 units of competency are electives. Students must successfully complete all units to gain their qualification.

Training delivery consists of formal structured training and assessment of the practical application of the theoretical knowledge acquired through the structure training over the duration of the training program.

Outcomes Include but not limited to:
- Assistant Accountant
- Finance Assistant
- BAS Agent
- Account Receivable & Payable officer

Delivery Method
This course can be delivered in number of ways, please contact IIPD to discuss your preferences (Domestic students only)

Entry Requirements
- Over 18 years old at the time of enrolment
- A completed application form
- Successful completion of Language, Literacy and Numeracy assessment (Domestic students only)
- Identification Documents
- A photo ID

For International Student
- IELTS 5.5 / TOEFL 46 / PTE Academic 42 / CAE 47 / OET Pass / TOEFL PBT 527 or equivalent
- Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country.
- 18 years or above at the time of enrolment

Visa Requirements
See Department of Immigration and Border Protection website: www.immi.gov.au for more details on assessment level requirements for your country.

Preferred Pathway
- After achieving the FNS30311 Certificate III in Accounts Administration or other relevant qualification/s
- On completion of the qualification candidates may consider enrolling for further qualification such as FNS50210 Diploma of Accounting.

For more information:
Please contact our friendly staff at:
International Institute for Professional Development - (IIPD)
Phone: 1300 786 456
+61 3 9077 6074 (Mel)
+61 2 9687 0411 (Syd)
(If calling from Overseas)
Fax: 02 9012 0753 (Syd)
03 9012 4535 (Mel)
E-mail: info@iipd.edu.au
Web: www.iipd.edu.au

RTO No: 21122
CRICOS Provider No: 02254F
CRICOS Course Code: 085190G

Fees:
Please see “IIPD Course fees and Charges” for more details or speak with one of our friendly staff member. For International Students SCHOLARSHIP is available up to $2000.