



FNS30315

Certificate III in Accounts Administration

*"Behind every good Business
is a great Accountant".*

- Anonymous

Our Mission

At IIPD, we always strives to become a Centre of Excellence in the delivery of training and assessment services within its scope of registration.

Available Support Services

IIPD strives to meet the particular needs of each learner and to provide support and welfare services to students which are useful, efficient, timely, and effective. IIPD provides no additional cost advice, support and welfare services to students to assist them with issues that may arise during their study. These support and welfare services are not limited to academic issues and encompass a range of issues related to student welfare and to adjustment to life in Australia.

Why study with IIPD

IIPD aims to achieve its vision by meeting the objectives through –

- Becoming a technologically advanced leading-edge institution
- Recruiting well qualified and highly experienced trainers and assessors
- Fully complying with all state and commonwealth legislative and regulatory requirements
- Maintaining active industry and professional contacts
- Creating creative and interactive training and assessment environments



INTERNATIONAL INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Seluna Pty Ltd has been operating as a Registered Training Organisation (RTO) in Victoria since 2001.

IIPD provides quality training and assessment services to international and domestic students, focusing on the fields of Accounting and Business, English Language Courses, Horticulture and Hospitality and other Short Courses.

IIPD always cater to emerging education markets for international and domestic students with offering a nationally recognised training.

FNS30315

Certificate III in Accounts Administration

Accounting is a profession respected and sought after the world over. FNS30315 Certificate III in Accounts Administration is a valuable stepping stone into this dynamic career. Strong accounting foundations unlock many career paths. This program equips you with the required knowledge and skills to help you hit the ground running in a variety of roles. This qualification also reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions and producing reports. They apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

The key students for IIPD's FNS30315 Certificate III in Accounts Administration are people who wish to acquire an AQF level 3 qualification prior to entering the workforce or who are currently in the workforce and wish to further their employment prospects, some will utilise it as a pathway to further study.



COURSE DETAILS

Course Structure	This course requires you to successfully complete 11 units of competency, out of which 7 unit is core and 4 units are electives.
Delivery Method	Face to Face in class or Online/ Distance Learning
Course Duration	52 weeks
Assessments	May include: Assessment Activities, Written Questions, Project/ case study, Oral/ Written questions, practical Tasks, Observation Checklist, and Third Party report.
Qualification Level	Certificate III
Nationally Recognised	Yes

CAREER PATHWAYS

- Bookkeeper
- Accounts Receivables
- Accounts Payable
- Payroll Officer

What are the Course entry Requirements?

For Domestic Student

N/A

IIPD preferred entry requirements are:

- ✓ Over 18 years old at the time of enrolment
- ✓ successful completion of Year 12 in Australia, or of an equivalent overseas qualification
- ✓ successful completion of IIPD's language, literacy and numeracy assessment
- ✓ ability to demonstrate core skills and capabilities to a level appropriate to the course.

Pathways Information

Pathways into the qualification

- ✓ NIL

Pathways from the qualification

- ✓ A further learning pathway utilising qualifications such as Certificate IV in Bookkeeping or certificate IV in Accounting would support career progression.

Certification

You will be awarded **FNS30315 Certificate III in Accounts Administration** after successful completion of this course.

On Campus Training Locations

- ✓ Parramatta Campus (Sydney, NSW)
- ✓ Footscray Campus (Melbourne, VIC)
- ✓ Underwood Campus (Brisbane, QLD)
- ✓ Rockhampton Campus (QLD)
- ✓ Townsville Campus (QLD)

Fees:

For the full fee paying students the Course Fee would be AU \$2000. However funding may be available for the Domestic Students. Please see "IIPD Course fees and Charges" on www.iipd.edu.au or speak with one of our friendly staff member. Student can pay the initial enrolment fee \$250 to confirm their admission towards the course. IIPD also gives 10 days of cooling-off period in case the student changes their mind & wish not to continue with their enrolment & wish to withdraw from the course.

Funding Opportunity

Domestic Students may be eligible for State or Commonwealth funding such as,

For QLD state- Under the Certificate 3 Guarantee program, eligible students may study this course with subsidised-rate: Students Co-contribution fees would be only \$50 for concession & \$100 for Non-concession students.

Eligibility for Certificate 3 Guarantee:

- ✓ be aged 15 years or over and no longer at school
- ✓ permanently reside in Queensland

- ✓ be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- ✓ not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

Students wishing to apply for the Certificate 3 Guarantee must meet the Eligibility Requirements, [click here to](#) view the full Criteria.

Refund Policy

Kindly refer [IIPD's student handbook](#) available on website.

Things you need to know about this course

Course Structure

This course requires you to successfully complete 11 units of competency, out of which 7 unit is core and 4 units are electives.

What is the duration of the course?

The duration for this course is 52 weeks
 (*) The duration is inclusive of term breaks, Domestic students will be provided with a proposed timetable after enrolment. Proposed timetables can be amended as per the student's convenience, please speak to our friendly staff if the need arises. Student has (1– 2 years) to complete the course, this is the volume of learning which is consistent with the AQF volume of learning indicator for a qualification at the Cert III level.

What can I do with On-line learning?

- Through IIPD's Online Portal you will:
 - Access your learning materials and assessments
- undertake and upload assessments for the trainer to mark
- engage and interact with your trainer and assessor
- access your assessment grades and feedback

What units am I gaining knowledge in?

Code	Title	Core/ Elective
BSBWHS201	Contribute to health and safety of others	Core
BSBITU306	Design and produce business documents	Core
BSBWRT301	Write simple documents	Core
FNSACC301	Process financial transactions and extract interim reports	Core
FNSACC302	Administer subsidiary accounts and ledgers	Core
FNSACC303	Perform financial calculations	Core
FNSINC301	Work effectively in the financial services industry	Core
BSBFIA302	Process payroll	Elective
FNSBKG402	Establish and maintain a cash accounting system	Elective
FNSBKG403	Establish and maintain an accrual accounting system	Elective
FNSCRD302	Monitor and control accounts receivable	Elective

What learning resources are included in this course?

Your learning material for this course includes:

- learner workbooks
- Assessment tools to be provided and explained by the Trainer/assessor.

How is the course assessed?

To successfully gain this Certificate you must do assessments as per IIPD's assessment requirements for this qualification. The assessments may include role play, case study, Scenario Analysis, Projects, presentation, practical demonstration, written tests, assignment and oral questions. These assessments could be generally completed within the class contact hours.

What if I have a prior working experience to apply for (RPL)?

The competencies within this qualification may be attained through previous or current training, work experience, and/or life experience. Recognition of Prior Learning (RPL) considers previous attainments which are measured against the specific performance criteria for each full unit or partial unit of competence. IIPD is able to provide guidelines and assistance in undertaking Recognition of Prior Learning.

IIPD will ensure that all applicants will have access to the recognition of prior learning (RPL) policy and procedures.

Applications for RPL will be managed efficiently by a qualified assessor, using a process which is valid, fair, sufficient and authentic.

An applicant for RPL is responsible for the provision of suitable & sufficient evidence, as required by the RPL Kit.

Credit for units of competency will be provided if a candidate who applies for recognition of prior learning is able to demonstrate learning, skills and knowledge that meet the performance criteria of the units of competency for which the candidate is applying for recognition of prior learning.

IIPD's RPL assessment process, including the design and function of the RPL assessment tool, will be subject to a regular validation process to ensure that it is consistent with the principles of assessment and the rules of evidence.

What if I have already completed the same units & want to seek Credit Transfer?

IIPD recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

Enrolment acceptance through Approved Agents & other third party representatives

IIPD also accepts student

Enrolments/Admissions recruited by IIPD's approved agents and Third Party representatives. You may contact an approved agent for enrolling in to the course with IIPD. The list is available on IIPD's website under "Agents" tab.

Specific requirements for Mac OS users:

- Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

Minimum Computing Requirements

You may need access to a computer and the internet and have intermediate computing skills.

Minimum specifications for your computer are:

- Microsoft Office 2007 or equivalent
- broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
- File compression software equivalent.

Specific requirements for Windows users:

- Microsoft Windows 7 or higher (Windows 8 recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)
- Adobe Flash Player 10 or higher

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yourself
it pays

www.iipd.edu.au



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