



Hamro Institute of
Business Technology

Hamro Institute of Business Technology Pty Ltd (trading as Hamro College)

Diploma of Accounting

National Code: FNS50217; **CRICOS Code:** 097441F

Description:

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Entry requirements:

1. English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent;
Results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**

2. Academic requirements:

3. For entry into this qualification, both domestic and international students should have completed Australian Year 12 or equivalent. In addition, completion of the following six units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set:

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerized accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems;

OR, Completion of FNS40615 Certificate IV in Accounting or equivalent; OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent; OR Completion of FNS40217 Certificate IV in Bookkeeping or equivalent.

1Address: Level 2, 133-135 Oxford St.
Bondi Junction NSW 2022

Ph +61 2 8065 2990

ABN: 49 151 579 341; RTO 40706

CRICOS 03360G

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4. Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the

ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 12 or Certificate IV or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Course structure:

This qualification will be completed in 52 weeks (including 12 weeks of breaks and holidays). Students will need to complete 11 units of competency (6 core and 5 elective) to attain the qualification.

Unit Code	Unit Name
	Core
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
	Elective
BSBLDR402	Lead effective workplace relationships
FNSACC405	Maintain inventory records
BSBMKG501	Identify and evaluate marketing opportunities



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FNSACC505	Establish and maintain accounting information systems
BSBITU402	Develop and use complex spreadsheets

Pathways to and from qualification:

Preferred pathway for entering into this qualification would be Certificate IV in Accounting, or Certificate IV in Bookkeeping, or Certificate IV in Accounting and Bookkeeping. A learning pathway utilising qualifications such as Advanced Diploma of Accounting would support career progression.

Preferred pathways from the qualification:

After completing this qualification, participants may seek relevant employment opportunities, or any training options. After achieving this qualification candidates may undertake Advanced Diploma level qualification within Finance Services Training Package, or other relevant Training Packages.

Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment plus five hours per week through on-line delivery. Delivery of this qualification will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks.

Upon successful completion of this course, students will receive a nationally recognized Diploma of Accounting (FNS50217) qualification.

Assessments:

Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Workbook/written questions answers
- Case study/written report
- Projects/written assignments
- Presentations

Course fees:

Total Course Fee: A\$10000 (A\$2500 per term)

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.



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Note: It is a requirement that an international student must have a valid health insurance cover for the duration of their visa.

Delivery site: Level 2, 133-135 Oxford St, Bondi Junction, NSW 2022, Australia

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information on the ESOS Act and the National Code please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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