



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D



Certificate IV | Diploma | Advanced Diploma **Accounting**

Build the skills you need for the job you want!

We aim to skill the future workforce through high quality personalised education and training

www.aabt.edu.au

Level 3, 382 Lonsdale St Melbourne VIC 3000

Brochure - Accounting v1 - July 2022



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D



Welcome to Australian Academy

We aim to skill the future workforce through high quality, personalised education and training. We are committed to ensure our students get the highest level of practical training to build the job-ready workforce. We are constantly adapting our courses and facilities to suit local community and international industry needs.

We understand your need

Once you make the decision to study at Australian Academy in beautiful Melbourne, we want you to be able to feel fully at home. We understand how important it is to have a nurturing and non-judgemental setting to be able to really, truly feel educated and empowered to learn. We also understand that life can be stressful, busy and demanding, so always have our resident counsellor available for our students when they want support. There are many social events throughout the year that bring our student community together, so you will feel accepted and part of something special.

Our Values

At Australian Academy we are fully committed to excellence in education. We continually update our standards as a Registered Training Organisation as well as being a CRICOS Provider. We have a strong ambition to imbuing educational values in every single class, and every experience within our campus community for our students.

A place of acceptance, fairness and diversity, we are celebrants of difference and we aim to provide a continuity of support for those who learn with us.



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D

FNS40222 Certificate IV In Accounting and Bookkeeping

CRICOS Course Code: 110118D

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries.

Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Persons providing a BAS service must be registered by the Tax Practitioner's Board (TPB) and meet the eligibility requirements.

Academic requirements

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this course either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher qualification.

Age requirements

The minimum age for entry to this program is 18+ years at the date of your enrolment.

TUTION FEE

A\$ 12000

MATERIAL FEE

A\$ 300

ENROLMENT FEE

A\$ 200

Certificate IV in Accounting and Book keeping



TUTION FEE
A\$ 12000

Career opportunities

Graduates may work in the following:

- **Working with computerised Accounting systems**
- **Completing BAS and other financial statements**
- **Producing non-complex Management reports including compiling budget information**
- **Supervising the operation of computer based financial systems**
- **General administration**

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

After successfully achieving FNS40217 Certificate IV in Accounting candidates may undertake FNS50217 Diploma of Accounting. Participants who exit this course at any time prior to completion will receive a statement of Attainment for the units of competency they have successfully achieved.

Assessment

This program is delivered under competency-based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.

Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday/ break time depending upon the intake. Twenty hours (20) of classes are scheduled for each week of delivery.

COURSE STRUCTURE

Core Units

- BSBFIA401** Prepare financial reports
- BSBSMB412** Introduce cloud computing into business operations
- 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 computerised accounting system
- FNSTPB401** Complete business activity and instalment activity statements
- FNSTPB402** Establish and maintain payroll systems 1

Elective Units

- FNSACC412** Prepare operational budgets
- FNSACC414** Prepare financial statements for non-reporting entities
- BSBITU306** Design and produce business documents
- BSBITU402** Develop and use complex spreadsheets
- FNSACC413** Make decisions in a legal context



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D

FNS50217 Diploma of Accounting

CRICOS Course Code: 110116F

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



NATIONALLY RECOGNISED
TRAINING



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 organizations 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.

Academic requirements

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this course either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

and Completion of the FNSSS00014 Accounting Principles Skill Set; OR Completion of FNS40615 Certificate IV in Accounting or equivalent; OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

Age requirements

The minimum age for entry to this program is 18+ years at the date of your enrolment.

TUTION FEE

A\$ 12000

MATERIAL FEE

A\$ 300

ENROLMENT FEE

A\$ 200

Diploma of Accounting

Career opportunities

Graduates may work in the following:

- **Tax agent if completed other law units required to meet TPB requirements,**
- **Accounts payable team leader or Payroll team leader etc**

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

After successfully achieving FNS50217 Diploma of Accounting candidates may undertake FNS60217 Advanced Diploma of Accounting. Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

TUTION FEE
A\$ 12000

COURSE STRUCTURE

Assessment

This program is delivered under competency-based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.

Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday/ break time depending upon the intake. Twenty hours (20) of classes are scheduled for each week of delivery.

Core Units

FNSACC516 Implement and maintain internal control procedures

FNSACC517 Provide management accounting information

FNSACC514 Prepare financial reports for corporate entities*

Prerequisite Units

BSBFIA401 Prepare financial reports

FNSACC511 Provide financial and business performance information

FNSACC512 Prepare tax documentation for individuals

FNSACC513 Manage budgets and forecasts

Elective Units

FNSORG506 Prepare financial forecasts and projections

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSINC602 Interpret and use financial statistics and tools

FNSACC601 Prepare and administer tax documentation for legal entities*1

Prerequisite Unit

FNSACC502/FNSACC512 Prepare tax documentation for individuals



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D

FNS60217 Advanced Diploma of Accounting

CRICOS Course Code: 110120K

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



NATIONALLY RECOGNISED
TRAINING



This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organizations in a range of industries.

They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

TUTION FEE

A\$ 12000

MATERIAL FEE

A\$ 300

ENROLMENT FEE

A\$ 200

Academic requirements

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this course either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification. and

Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set; OR Completion of FNS50215 Diploma of Accounting; OR Completion of FNS50217 Diploma of Accounting.

Age requirements

The minimum age for entry to this program is 18+ years at the date of your enrolment.

Advanced Diploma of Accounting



TUTION FEE
A\$ 12000

Career opportunities

Graduates may work in the following:

- **Account Manager**
- **Assistant Accountant**

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

After successfully achieving FNS60217- Advanced Diploma of Accounting; candidates may undertake Bachelor of Accounting. Participants who exit this course at any time prior to completion will receive a statement of Attainment for the units of competency they have successfully achieved.

COURSE STRUCTURE

Assessment

This program is delivered under competency-based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.

Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday/ break time depending upon the intake. Twenty hours (20) of classes are scheduled for each week of delivery.

Core Units

- FNSACC624** Monitor corporate governance activities
- FNSINC601** Apply economic principles to work in the financial services industry
- FNSINC602** Interpret and use financial statistics and tools

Elective Units

- FNSTPB503** Apply legal principles in contract and consumer law²
- FNSACC602** Audit and report on financial systems and records*
Prerequisite unit
- FNSACC516** Implement and maintain internal control procedures
- FNSINAC503** Identify situations requiring complex ethical decision making
- FNSORG602** Develop and manage financial systems
- FNSACC603** Implement tax plans and evaluate tax obligations*¹
Prerequisite unit
- FNSACC512** Prepare tax documentation for individuals
- FNSACC605** Implement organisational improvement programs
- FNSACC613** Prepare and analyse management accounting information*
Prerequisite unit
- FNSACC517** Provide management accounting information
- FNSACC610** Develop and implement financial strategies*
Prerequisite unit
- FNSACC511** Provide financial and business performance information
- FNSACC614** Prepare complex corporate financial reports*
Prerequisite unit
- FNSACC514** Prepare financial reports for corporate entities
- FNSACC611** Implement an insolvency program
- FNSFMK505** Comply with financial services legislation and industry codes of practice



Reasons to choose us

- 1 Smaller class size
- 2 A clear career pathway
- 3 World-class facilities and location
- 4 Provide education services to meet the skills needs of individuals and the workforce
- 5 Consult with industry and the community to ensure that our services remain relevant
- 6 Help students progress on to other universities or training providers

Courses & Fees

COURSE	TERMS (WEEKS)	TUTION FEE	ENROLMENT FEE	MATERIAL FEE
FNS40217 CRICOS CODE: 110118D Certificate IV in Accounting and Bookkeeping	4 Terms (52 weeks)	A\$ 12000	A\$ 200	A\$ 300
FNS50217 CRICOS CODE: 110119C Diploma of Accounting	4 Terms (52 weeks)	A\$ 12000	A\$ 200	A\$ 300
FNS60217 CRICOS CODE: 110120K Advanced Diploma of Accounting	4 Terms (52 weeks)	A\$ 12000	A\$ 200	A\$ 300

PACKAGED COURSE - ACCOUNTING

Certificate IV + Diploma of Accounting + Advanced Diploma of Accounting

Total Tuition Fee: ~~A\$ 36000~~ A\$ 30000 | Duration: 3 Years

(After A\$6000 Scholarships)

One time enrolment fee: A\$ 200 | Material fee: A\$ 300 per course

Intake Dates

2022	26 Sept 2022	24 Oct 2022	7 Nov 2022	
2023	16 Jan 2023	20 Feb 2023	10 April 2023	8 May 2023
	3 July 2023	24 July 2023	25 Sept 2023	23 Oct 2023

How to apply?

Start your exciting academic journey with Australian Academy today

01

Choose your course & apply

After you choose your course, send us the completed student application form along with: certified copies of academic documents, English language documents, Proof of Identity - passport to admissions@aabt.edu.au or your agent.



02

Application Assessment

Once your application is received, we will assess it to check whether you meet the English language and academic entry requirements for your chosen course programme.

03

Letter of Offer

If the application for the course is approved, we will send you a letter of Offer. It will include course start dates, payment details, airport arrival and accommodation information etc.



04

Tuition Fee Payment

Your Fee payment details are included in your letter of Offer. Please ensure you have read and understood the Australian Academy refund policy before making your tuition fee payment.



05

Apply for a Student visa

Once your fee payment is received, we will issue you a fee receipt to support your student visa application. More information on student visa at: <https://www.border.gov.au/Trav/Stud>



06

Planning for arrival to Australia

Plan to arrive in Australia and at Australian Academy in time to attend the International Student Orientation session. Once you have booked your flights, organise airport pick up and your accommodation at least 14 working days before



07

Our Orientation Programme

You will be required to join other international students for the Australian Academy Orientation programme, finalise your enrolment process and commence your course studies.



08

Congratulations!! Start your journey.

Congratulations and we look forward to welcoming you at Australian Academy to start your journey, in the beautiful city of Melbourne.

