



VTP568 Spreadsheets for Financial Calculations

DESCRIPTION

This course develops skills and knowledge required to perform financial calculations and build spreadsheets and dashboards with Microsoft Excel.

Building on current skills and knowledge to increase proficiency in a range of calculation methods and techniques to professionally prepare and present financial data and analytics.

This course applies to those who are intermediate users of excel and have adequate English literacy, numeracy, and digital skills to perform routine computational tasks as part of their operational job role.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this course.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

Location(s)	Danala – Education Community Precinct
Duration*	2 weeks
Study mode ^^	2-day face-to-face training

* Duration may vary depending on how long a student takes to reach the required competency level.

^ Course timetable will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

FEES

Fee Type	2026 Course Fees
NT Government Supported*	\$250.25
Full Fee	\$826.15

*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.



For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

STUDY AND CAREER PATHWAYS

Further training pathways from this program include but are not limited to FNS30322 Certificate III in Accounts Administration.

Achievement of this course may provide credit towards qualifications in the FNS Training Package.

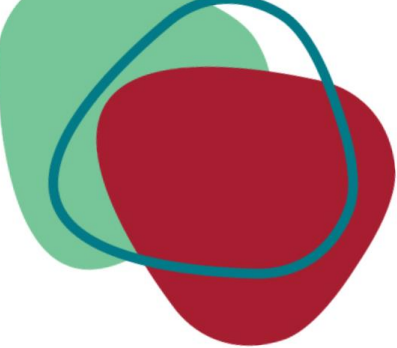
PROGRAM CONTENT

This training program covers two (2) units of competency taken from the FNS Training Package, which is recognised nationwide.

UNITS

BSBTEC302	Design and produce spreadsheets
FNSACC323	Perform financial calculations

Page 2 of 3



WITHDRAWING FROM A PROGRAM

You may withdraw from this program and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support - Life, Health and Wellbeing](#)

CONTACT DETAILS

Business and Workforce Management

E. vet.business@cdu.edu.au
T. 08 8946 7517 (ECP) 08 8959 5461 (ASP)
W. <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.