FNS30322 Certificate III in Accounts Administration

DESCRIPTION

This qualification reflects the role of individuals with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply skills and knowledge to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

This qualification is your gateway to the financial services industry, leading to entry-level careers such as accounts payable clerk, accounts receivable clerk and payroll clerk. This course is especially designed for those who need to perform routine accounting duties such as accounts payable/receivable, payroll, bookkeeping, purchases and sales, and preparation of financial reports.

Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, some units may specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

This course can be undertaken as a traineeship. Visit TAFE Apprenticeships and Traineeships for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no specific requirements to enter this qualification however all students need to demonstrate the required level of language, literacy and numeracy skills and knowledge to undertake a qualification at this level.

To ensure you have the skills and support needed to study this course, all applicants are required to complete a Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation.

DELIVERY DETAILS

Location(s)	Danala - Education Community Precinct, online
Duration*	6 months full-time, 12 months part-time
Study mode ^^	Face-to-face, online, blended
Start Date/s ^	Semester 1: 2/2/2027 Semester 2: 13/7/2027 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.

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Attendance	Face to face and/or online Tuesdays – Fridays 9.00 am – 12 noon; 1.00pm – 4.00 pm (Actual attendance will depend on the units you are undertaking)

** 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 2027 TAFE Student Guide

FEES

Fee Type	2027 Course Fees
NT Government Supported*	Free
Full Fee	$5,296.00 -$6,355.20

*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).

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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
Students will be required to purchase set textbooks. A complete booklist detailing the required textbooks and where they can be purchased will be provided prior to enrolment.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to FNS40222 Certificate IV in Accounting and Bookkeeping.

Possible occupations relevant to this qualification include:

- Accounts clerk/officer
- Accounts receivable clerk
- Accounts payable clerk
- Inventory clerk
- Office assistant
- Bookkeeper
- Payroll clerk/officer
- Cashier

QUALIFICATION CONTENT

To achieve a Certificate III in Accounts Administration, a total of eleven (11) units of competency must be completed comprising seven (7) core and four (4) elective units as detailed in the packaging rules listed below. The electives offered may vary between campuses.

CORE UNITS

BSBTEC302	Design and produce spreadsheets
BSBXCM301	Engage in workplace communication
FNSACC314	Conduct business activities using a computerised accounting system
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC323	Perform financial calculations
FNSINC311	Work together in the financial services industry

ELECTIVE UNITS (select 4 units)

BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBHRM416	Process payroll
FNSACC421	Prepare financial reports
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances (unnamed)
BSBTEC301	Design and produce business documents

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WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification 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. TAFE@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.

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