

FNS50217 Diploma of Accounting – UNIT CHOOSER FORM

[Full qualification = Skills Set OR Certificate IV + 6 Core Units + 5 Elective Units]

Trainee Name: _____

Date: _____

| SKILLS SET / PRE-REQUISITE UNITS Each of the 6 Pre-requisite units below are required to be completed, OR proof of prior completion provided OR, prior completion of a Certificate IV in Bookkeeping or Accounting. Please tick each Pre-requisite. | RPL or Credit Transfer (CT) or Study Unit - please tick your preference | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------|----------------------------------------|
| FNSACC311 Process financial transactions and extract interim reports *1 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC312 Administer subsidiary accounts and ledgers | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC408 Work effectively in the accounting and bookkeeping industry | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC416 Set up and operate a computerised accounting system | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSTPB401 Complete business activity and instalment activity statements *2 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSTPB402 Establish and maintain payroll systems *2 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |

| CORE UNITS In addition to above Pre-requisites, each of the 6 Core units below + 5 Elective units must be completed to gain the full qualification. Please tick each Core unit. | RPL or Credit Transfer (CT) or Study Unit - please tick your preference | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------|----------------------------------------|
| FNSACC511 Provide financial and business performance information | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC512 Prepare tax documentation for individuals 1 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC513 Manage budgets and forecasts | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC514 Prepare financial reports for corporate entities | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC516 Implement and maintain internal control procedures | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC517 Provide management accounting information | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |

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| ELECTIVE UNITS Please tick 5 Elective units below or include codes/names of units already held in the table below. | RPL or Credit Transfer (CT) or Study Unit - please tick your preference | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------|----------------------------------------|
| BSBFIA401 Prepare financial reports * ¹ | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBITU402 Develop and use complex spreadsheets What version of Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBLDR402 Lead effective workplace relationships | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC408 Work effectively in the accounting and bookkeeping industry | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| FNSACC505 Establish and maintain accounting information systems | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| If you have already completed alternative Elective units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification. | | | |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |

*¹ Unless a Cert IV in Bookkeeping or Accounting is already held, BSBFIA401 and FNSACC301 are compulsory units as they are prerequisites to the Core unit FNSACC514.

*² FNSTPB401 and FNSTPB402 supersede but are equivalent to FNSBKG404 and FNSBKG405 – these two units are required to meet TPB (Tax Practitioners Board) requirements for BAS Agent registration.