

FNS50217 Diploma of Accounting – UNIT CHOOSER FORM

[Full qualification = Skills Set OR FNS40215/FNS40615/FNS40217 Certificate IV + 6 Core Units + 5 Elective Units]

Trainee Name: _____

Date: _____

| FNSSS00014 SKILLS SET / PRE-REQUISITE UNITS Each of the 7 Pre-requisite units below are required, OR proof of prior completion provided, eg. FNS40215 Cert IV in Bookkeeping or FNS40615 Accounting or FNS40217 Cert IV in Accounting & Bookkeeping. | RPL (work experience application) or CT (Credit Transfer from prior study) or Study Unit - Please tick each pre-requisite below | | |
|---|---|--------------------------------|--|
| BSBFIA401 Prepare financial reports # *1 | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| 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"/> |

| FNS50217 DIPLOMA OF ACCOUNTING - CORE UNITS In addition to above Pre-requisites, each of the 6 Core units below (+ a minimum of 2 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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| FNS50217 DIPLOMA OF ACCOUNTING - ELECTIVE UNITS 5 Elective units are required. If completing all Skills Set units on page 1 then FNSACC408 + 2 other Skill Set # units can be Credit Transfer below. Only 2 Elective units then require ticking as Study or RPL below. However, you can study all units below if preferred. | RPL or Credit Transfer (CT) or Study Unit - please tick your preference | | |
|---|---|--------------------------------|--|
| BSBFIA401 Prepare financial reports | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTEC402 Design and produce complex spreadsheets | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBLDR413 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"/> |
| OR, insert which Cert IV level unit/s you wish to use as Credit Transfer either from the Skills Set units on page 1 or from other prior study | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | |
| If you have already completed 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. If choosing RPL, a separate RPL application form is required. | | | |
| | 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 FNS40217 Cert IV in Accounting and Bookkeeping or an FNS40215 Cert IV in Bookkeeping or FNS40615 Cert IV in Accounting is already held, BSBFIA401 and FNSACC311 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 and meet TASA/Code of Conduct requirements. If completing these as part of the Skills Set then these can be included as Credit Transfer for 2 of the required Elective units for this Diploma.

FNSACC408 + two other units marked with a # can be used as Credit Transfer towards the electives required on page 2