

## **Certificate 1V in Accounting**

FNSACCT401B Process Business Tax Requirements  
FNSACCT402B Produce Job Costing Information  
FNSACCT403B Prepare Operational Budgets  
FNSACCT404B Make Decisions in a Legal Context  
FNSACCT405B Prepare Financial Statements  
FNSACCT406B Maintain Asset and Inventory Records  
FNSICIND401B Apply Principles of Professional Practice to Work in The Financial Services Industry 30  
FNSACCT407B Set Up and Operate a Computerised Accounting System  
FNSBKPG404A Carry Out Business Activity and Instalment Activity Statement Tasks  
FNSICORG517B Prepare Financial Forecasts and Projections

## **Diploma of Accounting**

BSBITU306A Design and produce business documents  
FNSINC401A Apply principles of professional practice to work in the financial services  
FNSACCC301A Process financial transactions and extract interim reports  
BSBOHS303B Contribute to OHS hazard identification and risk assessment  
BSBFIA401A Prepare financial reports  
FNSACCC403A Make decisions in a legal context  
FNSBKG404A Carry out BAS tasks  
FNSACCC404A Prepare financial statements for non-reporting entities  
FNSACCC406A Set up and operate a computerised accounting system

## **Advanced Accounting Diploma**

FNSICGEN301B Communicate in the workplace  
FNSICGEN302B Use technology in the workplace  
FNSICGEN304B Apply health and safety practices in the workplace  
FNSICIND401B Apply principles of professional practice to work in the financial services industry  
Competency in the following core sectoral units from the Diploma of Accounting must be demonstrated prior to awarding of this qualification:  
FNSACCT502B Prepare income tax returns  
FNSACCT503B Manage budgets and forecasts  
FNSACCT504B Prepare financial reports for a reporting entity  
FNSACCT506B Implement and maintain internal control procedures  
FNSACCT507B Provide management accounting information  
Students must achieve the following sectoral core unit:  
FNSACCT604B Monitor corporate governance activities  
FNSACCT601B Prepare complex tax returns and lodgements  
FNSACCT602B Audit and report on financial systems and records  
FNSACCT603B Implement tax plans and evaluate tax compliance  
FNSACCT607B Evaluate business performance  
FNSACCT613B Prepare and analyse management accounting information  
FNSACCT614B Prepare complex corporate financial reports  
FNSFMKT501B Analyse financial markets and information  
FNSICORG516B Prepare financial reports to meet statutory requirements  
FNSICORG517B Prepare financial forecasts and projections

## **Diploma of Business**

BSBHRM501A Manage human resources services  
BSBHRM504A Manage workforce planning  
BSBHRM506A Manage recruitment, selection and induction processes  
BSBMKG501B Identify and evaluate marketing opportunities  
BSBMKG502B Establish and adjust the marketing mix  
BSBWOR501A Manage personal work priorities and professional development

