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**FNS50217**  
**Diploma of Accounting**

Australian  
Qualifications  
Framework



# **COURSE GUIDE**

**Islamabad Campus**



FNS50217 Diploma of Accounting


# OVERVIEW

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Our Diploma of Accounting provides opportunities to our students in a dynamic world of business & finance by providing detailed information on emerging topics including accounting, internal controls, taxation, financial tools, analysis of financial statements, budgeting, forecasting and using spreadsheets.

The Diploma of Accounting provides students with skills and knowledge for professional accounting job roles in financial services and other industries.

Students will build and enhance their expertise in advanced concepts in accounting practice, which will allow them to flourish well into the future.



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## ACADEMIC PATHWAY OPPORTUNITIES

### **FNS50217 Diploma of Accounting**

Students who complete FNS50217 Diploma of Accounting may be able to study the Australian FNS60217 Advanced Diploma of Accounting Qualification, as well as other Advanced Diploma qualifications.

Students that graduate from APiT and are looking for a pathway into Australian Bachelors, may receive advanced standing in a 3-year Australian Accounting Bachelor Program, as well as other Australia Bachelor Degrees.

Please refer to APiT Pathway page on our website. Students should contact each higher education institute to enquire as to the availability of advanced standing.

ACCA offers exemptions from the ACCA Qualification and Foundation-level qualifications to APiT students that have completed the Australian AQF FNS50217 Diploma of Accounting.

Please visit APiT ACCA Global website for more information on ACCA exemptions.

## CAREER PATHWAY OPPORTUNITIES

Graduates may find employment in a variety of accounting and accounting-support roles or accounting technician positions in all fields of industry and commerce, including financial institutions and other businesses.

Typical responsibilities may include preparing tax returns, maintaining accounting and control systems, recording and compiling summaries of financial transactions for reporting & management and business performance purposes.

# ENTRY REQUIREMENTS

Applicants must have satisfactorily completed Year 12 education, or its Pakistani equivalent i.e F.A, F.Sc, D.Com, DAE, ICS, A Levels etc.

You are required to participate in a Pre-Training Review to assess your English language level and numeracy skills, as well as your suitability for the course. The Pre-Training Review will include:

- An online Numeracy Test
- The APIT administered Oxford Placement Test that requires placement at CEFR Level B2 (equivalent to IELTS 5.5)
- An Interview to identify your prior experience, existing knowledge, skills and suitability for the course.\*

The Pre-Training Review is used to determine the level of additional support and/or reasonable adjustment required for you to successfully complete the course.

The Training Package requires students must have completed the following to enroll into FNS50217 Diploma of Accounting:

## **Completion of FNSSS00014 Accounting Principles Skill Set:**

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems
- BSBFIA401 Prepare financial reports

OR Completion of FNS40615 Certificate IV in Accounting or equivalent

OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

## COURSE STRUCTURE

FNS50217 Diploma of Accounting requires 6 core units and 5 electives.

APIT has selected all units in consultation with industry and to meet the Training Package requirements. This will enable you to attain sound theoretical accounting skills and knowledge that increases your future educational and employment opportunities

## DURATION

This qualification is delivered over 52 weeks, which consists of 40 weeks of 14 classroom hours per week, plus 6 hours structured self paced study per week, and approx 5 homework hours per week, as well as 12 weeks holiday

## SELF-STUDY

At the end of each session, self-study activities have been set for students to complete. Students will need to spend 6 hours per week on self-study.

Students will need to complete the activities in their own time, prior to the next session starting.

Each activity has been allocated an approximate amount of time that should be spent on undertaking the activity. All work completed by the student will need to be typed and professionally presented in a word-processed document for submission to the trainer/assessor.

Students will receive appropriate time at the start of every session to discuss the self-study activities completed.

## DELIVERY LOCATION

This qualification is delivered in the classroom at the Islamabad Campus located at: 106-E, 2nd Floor Asif Plaza, G 7/2 Blue Area, Islamabad Capital Territory 44000



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## TRAINING DELIVERY ARRANGEMENTS

Classes are face-to-face sessions in fully equipped classrooms along with structured self paced study that students are required to complete in their own time.

Students are required to complete self paced study activities prior to attending classroom session.

Students are provided with electronic and printed learning & assessment material.

Although APiT will have access to computers with the required softwares within the IT Lab on campus, students will still be required to have their own personal devices (preferred laptop) with the required softwares during classes and for the self-study activities and tasks that is completed outside of class.

Students will also need to have access to an active email address and mobile device for communication line to remain open between the trainer and student.

## ASSESSMENT ARRANGEMENTS

Assessment methods used for this qualification provides a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Projects
- Presentations
- Report writing
- Observations
- Knowledge Questions

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## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Students may be granted RPL (Recognition of Prior Learning) or CT (Credit Transfer) if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the units they seek credit for through work experience, through life experiences or similar study at another institution.

Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration. Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

## ADDITIONAL SUPPORT

All students are provided with a range of learning support options and resources to help them achieve competency in the same way as any other person regardless of whether support services have been required. This may include:

- Mentoring from Trainers
- Additional classes, tutorials and work-shops
- Computer and technology support
- Referral to external support services

Australian Pacific Institute of Technology will provide additional support for any students experiencing:

- Disability and access issues
- Language barriers
- Language, literacy and numeracy issues
- Any other issue that may affect their ability to achieve their learning goals.

Where there is a perceived difficulty in achieving learning goals, the trainer will help & guide students to resolve



## COSTS

APiT offers a competitive easy to pay instalment course package, as follows:

**Course Name:**

FNS50217 Diploma of Accounting

**Course Duration:**

12 Months / 52 weeks

**Full Tuition Fee**

PKR 400,000\*

**Tuition Fee paid quarterly**

PKR 100,000\*\*

**Upfront costs**

Materials Fee:

PKR 25,000 (Non-Refundable)\*\*\*

Enrolment Fee:

PKR 25,000 (Non-Refundable)

\*Full tuition fee excludes materials and enrolment fee

\*\*Tuition Fee must be paid in advance before every Quarter

\*\*\*Materials Fee includes electronic and printed learning & assessment material

For more information on additional fees, please refer to APiT Terms & Conditions.

<https://apit.edu.au/pakistan/terms-conditions/>

## AWARD

At the successful completion of the qualification, students will be awarded with the "Testamur" and a "Record of Results", which provides detailed Units of Competency completed in the qualification.

At the Partial Completion of the qualification, students will be awarded with a "Statement of Attainment", which will detail only the Units of Competency that student has achieved competency from the course.

This qualification is a nationally recognised qualification under the Australian Qualifications Framework (AQF) as Level 5.

## HOW TO ENROL

You can enrol online by filling out and submitting the online application which can be found at:

<http://apit.edu.au/pakistan/applicationform>

Otherwise please visit APiT's Islamabad Campus and fill in and submit a hardcopy application form in person.

Prior to enrolling, please make sure you download and read APiT Student Handbook which can be found on APiT website.

## WHAT HAPPENS NEXT?

Once your application has been processed, our admissions team will then assess your eligibility, and call you to discuss the enrolment process.

## CONTACT DETAILS

Please contact our office on +92 51 234 8339 or email at [info-pakistan@apit.edu.au](mailto:info-pakistan@apit.edu.au)

Alternatively, please visit our Islamabad Campus at 106-E, 2nd Floor Asif Plaza, G 7/2 Blue Area, Islamabad

# COURSE OUTLINE

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## TERM 1 [10 WEEKS]

### **BSBITU402 DEVELOP AND USE COMPLEX SPREADSHEETS**

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

### **BSBLDR402 LEAD EFFECTIVE WORKPLACE RELATIONSHIPS**

This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

### **FNSACC511 PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION**

This unit describes the skills and knowledge required to analyse and report on a broad range of financial and business performance information. It encompasses assessing client needs, analysing data, and preparing advice.

## TERM 2 [10 WEEKS]

### **FNSACC512 PREPARE TAX DOCUMENTATION FOR INDIVIDUALS**

This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in line with statutory requirements. It encompasses gathering and verifying data, calculating taxable income, and reviewing compliance requirements.

### **FNSACC513 MANAGE BUDGETS AND FORECASTS**

This unit describes the skills and knowledge required to prepare, document, and manage budgets and forecasts. It encompasses forecasting estimates and monitoring budgeted outcomes.

### **FNSACC514\*\* PREPARE FINANCIAL REPORTS FOR CORPORATE ENTITIES**

This unit describes the skills and knowledge required to prepare financial reports for a corporate reporting entity. It encompasses compiling and analysing data and meeting statutory reporting requirements.

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## TERM 3 [10 WEEKS]

### **FNSACC516 IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES**

This unit describes the skills and knowledge required to review corporate governance requirements, implement internal control operating procedures, and monitor associated policy.

### **FNSACC517 PROVIDE MANAGEMENT ACCOUNTING INFORMATION**

This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports, and review costing system integrity to calculate and record the costs of products and services.

### **FNSINC602 INTERPRET AND USE FINANCIAL STATISTICS AND TOOLS**

This unit describes the skills and knowledge required to access, interpret and analyse statistical data relevant to the financial services industry. It encompasses producing new statistical information and reports from existing data using a range of tools and processes.

## TERM 4 [10 WEEKS]

### **FNSACC416 SET UP AND OPERATE A COMPUTERIZED ACCOUNTING SYSTEM**

This unit describes the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity.

### **FNSTPB401 COMPLETE BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENTS**

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.



**APIT**

Australian  
Pacific Institute of  
Technology

Western Polytechnic Pty Ltd trading as Australian Pacific Institute of Technology