# times
## ACADEMY

# Vocational Education and Training Course Guide

times.nsw.edu.au

# Content

# Welcome from
# The Principal

Times Academy is a Training College with a difference. The focus at Times Academy is not only on excellence in teaching, learning and training, but on development of the whole student. At Times Academy you will not only develop your language and employability skills, but you will flourish in your Australian experiences and personal growth.

Times Academy has a superior modern campus right by Town Hall in the center of the city. Easily reached by public transport with state-of-the-art computer facilities, wireless connections and bright naturally lit classrooms, students get to experience all that Sydney has to offer at their doorstep.

Times Academy has a range of innovative vocational education and training courses including Early Childhood Education and Care, Ageing Support and Leadership & Management. These quality courses are approved by the Australian Skills Quality Authority and give students the skills and knowledge they need to succeed in Australia.

The well-qualified teaching staff at Times are enthusiastic, innovative and create vibrant energetic learning environments. With regular and varied assessment, student receive feedback that helps them to advance their language skills in minimal time.

Students feel comfortable and confident in their new surroundings, as Times is small enough to give you a sense of family in Australia. Student services staff at Times provide comprehensive services to help you adjust to your new life in Australia. Times has amazing social events including Culture Days, excursions to points of interest and a comprehensive orientation program.

**Heidi Reid**
**Principal, Times Academy**
BA, Grad DipEd, MTESOL, MBA

# Times Academy for Success

Students from all over the world choose Times Academy as their destination to study English and Vocational Skills! With interactive, innovative lessons and fun and informative workshops and social activities, Times has created a welcoming, supportive learning environment to help our students achieve success.

## Campus Facilities

- Modern and up-to-date
- Air-conditioned spacious classrooms
- Natural light
- Campus Wi-fi Access for students
- Study Centre
- Student Library and Lounge
- Computer laboratories
- Student Lounge with kitchenette, microwaves, fridge and vending machines.

# Student Support

## Student Services

- Help to arrange accommodation
- Information about life in Australia
- Community support
- Multicultural services
- Help adjusting to your new life in Australia
- Counselling support
- Overseas Student Health Cover (OSHC)
- Help to find essential services
- Help to open a bank account
- Assistance in securing student ID cards
- Support for learning difficulties
- Information on Student Visa conditions
- Assistance to find part-time work
- Help with transport issues

## Orientation

On your first day at Times Academy you will have orientation and a placement test. You will get all the information you need for your school life in Australia. Please bring your Australian and home country contact details with you on your first day. You can tell us all about your study goals and we can help you to achieve them!

# Student Pathways

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately.

## Childhood Education and care

| Certificate III in Early Childhood Education and Care |
| --- |
| CHC30113 |

| Diploma of Early Childhood Education and Care |
| --- |
| CHC50113 |

## Leadership and Management

| Certificate IV in Leadership and Management |
| --- |
| BSB42015 |

| Diploma of Leadership and Management |
| --- |
| BSB51915 |

| Advanced Diploma Leadership and Management |
| --- |
| BSB61015 |

## Ageing care

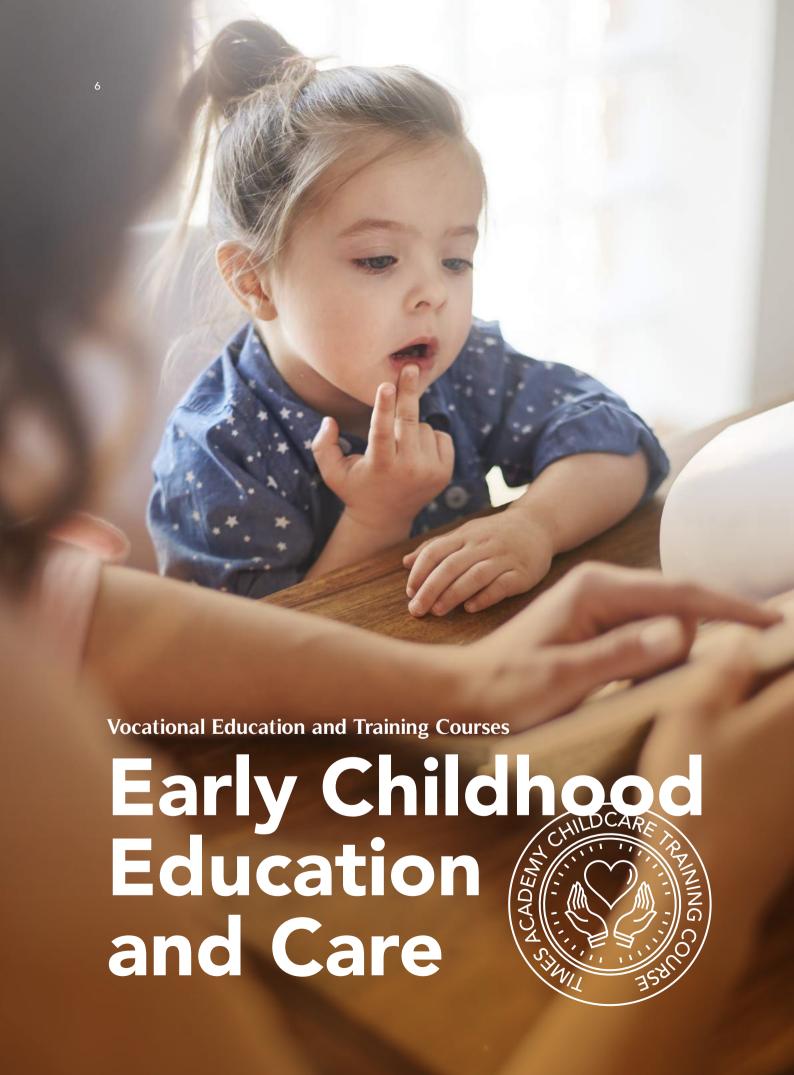| Certificate III in Individual Support |
| --- |
| CHC33015 |

| Certificate IV in Ageing Support |
| --- |
| CHC43015 |

| Higher Education | Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study. |
| --- | --- |

**Vocational Education and Training Courses**

# Early Childhood Education and Care

TIMES ACADEMY CHILDCARE TRAINING COURSE

# Certificate III in Early Childhood Education and Care

**CRICOS Course Code 095091F | CHC30113**

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Working towards this qualification is the minimum requirement to work in Early childhood setting.

## Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

## Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC30113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

## Course Structure

This qualification is made up of 18 stand alone units of competency (15 core and 3 elective units); however, they have been sequenced and structured into 7 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

## Pathways to Further Study

CHC50113 Diploma of Early Childhood Education and Care.

## Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC30113 a person could seek employment opportunities in roles such as;

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in-home care educator

## Cluster & Unit(s)

**1**   **CHCLEG001**   Work legally and ethically
      **CHCECE009**   Use an approved learning framework to guide practice
      **BSBWOR301**   Organise personal work priorities and development

**2**   **CHCECE001**   Develop cultural competence
      **CHCDIV002**   Promote Aboriginal and/or Torres Strait Islander cultural safety

**3**   **HLTAID004**   Provide an emergency first aid response in an education and care setting

**4**   **HLTWHS001**   Participate in work health and safety,
      **CHCECE002**   Ensure the health and safety of children,
      **CHCPRT001**   Identify and respond to children and young people at risk
      **CHCPRT003**   Work collaboratively to maintain an environment safe for children and young people

**5**   **CHCECE005**   Provide care for babies and toddlers,
      **CHCECE003**   Provide care for children,
      **CHCECE004**   Promote and provide healthy food and drinks

**6**   **CHCECE013**   Use information about children to inform practice
      **CHCECE011**   Provide experiences to support children's play and learning
      **CHCECE010**   Support the holistic development of children in early childhood

**7**   **CHCECE007**   Develop positive and respectful relationships with children
      **CHCECE006**   Support behaviour of children and young people

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 170 hours of work placement.

## Course Duration

Thirty Five (35) weeks including Eight (8) weeks holidays.

# Diploma of Early Childhood Education and Care

## CRICOS Course Code 095092E | CHC50113

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

### Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

### Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC50113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

### Course Structure

This qualification is made up of 28 stand alone units of competency (23 core and 5 elective units); however, they have been sequenced and structured into 13 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

### Pathways from The Qualification

Higher Education pathways exist depending on the university, courses include:

- Bachelor of Early Childhood
- Master of Teaching (Birth to 12 years old)

### Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC50113 a person could seek employment opportunities in roles such as:

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- Room leaders
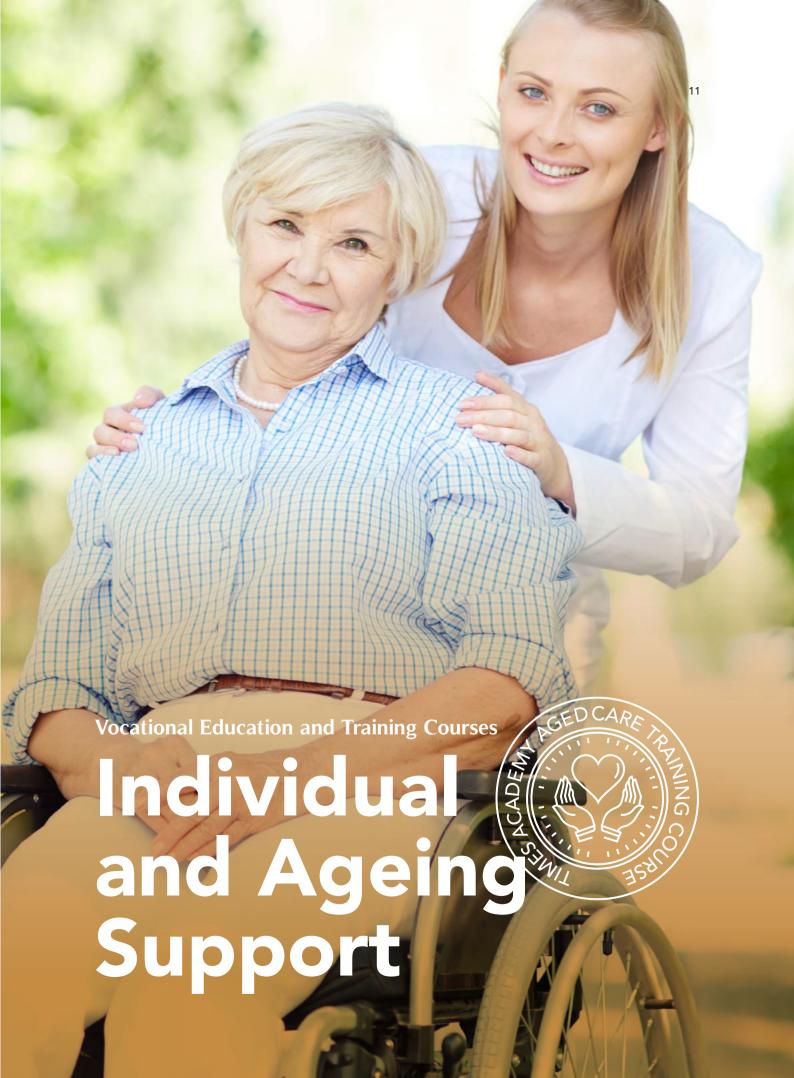- Nominated or authorised supervisor for a centre under 29 children

## Cluster & Unit(s)

**1**  CHCLEG001   Work legally and ethically
    CHCECE009   Use an approved learning framework to guide practice

**2**  CHCECE001   Develop cultural competence
    CHCDIV002   Promote Aboriginal and/or Torres Strait Islander cultural safety

**3**  HLTAID004   Provide an emergency first aid response in an education and care setting

**4**  CHCECE002   Ensure the health and safety of children
    CHCPRT001   Identify and respond to children and young people at risk

**5**  CHCECE005   Provide care for babies and toddlers
    CHCECE003   Provide care for children
    CHCECE004   Promote and provide healthy food and drinks

**6**  HLTWHS003   Maintain work health and safety
    CHCECE016   Establish and maintain a safe and healthy environment for children

**7**  CHCECE007   Develop positive and respectful relationships with children

**8**  CHCPOL403C   Undertake research activities
    CHCPOL002   Develop and implement policy
    CHCECE019   Facilitate compliance in education and care services

**9**  CHCMGT003   Lead the work team
    CHCECE025   Embed sustainable practices in service operations

**10**  CHCECE017   Foster the holistic development and wellbeing of the child in early childhood
      CHCECE018   Nurture creativity in children

**11**  CHCECE020   Establish and implement plans for developing cooperative behaviour
      CHCECE022   Promote children's agency
      CHCECE021   Implement strategies for the inclusion of all children

**12**  CHCECE023   Analyse information to inform learning
      CHCECE026   Work in partnership with families to provide appropriate education and care for children
      CHCECE024   Design and implement the curriculum to foster children's learning and development

**13**  CHCORG627B   Provide mentoring support to colleagues
      CHCPRP003   Reflect on and improve own professional practice

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 375 hours of work placement.

## Course Duration

One Hundred (100) weeks including Twenty Eight (28) weeks holidays.

Vocational Education and Training Courses

# Individual and Ageing Support

TIMES ACADEMY AGED CARE TRAINING COURSE

# Certificate III in Individual Support

## CRICOS Course Code 096160A | CHC33015

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

### Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older;
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check and National Police check is required for work placement and for gaining employment. This should be done during orientation so that approval is provided prior to the first industry placement

### Course Structure

This qualification is made up of 13 units of competency ( 7core units and 6 electives units )

### Pathways to Further Study

Education pathways courses may include:

- Certificate IV in Ageing Support
- Certificate IV in Disability
- Diploma of Nursing
- Diploma of Community Services

### Job Roles

Job roles and titles may vary across the community services sector including:

- Support worker
- Personal care giver
- Respite care worker
- Disability service worker
- Accommodation support worker

## Code and Unit Name

### Core Units

| | |
|---|---|
| **CHCCCS015** | Provide individualised support |
| **CHCCCS023** | Support independence and well being |
| **CHCCOM005** | Communicate and work in health or community services |
| **HLTAAP001** | Recognise healthybody systems |
| **HLTWHS002** | Follow safe work practices for direct client care |
| **CHCLEG001** | Work legally and ethically |
| **CHCDIV001** | Work with divers epeople |

### Elective Units

| | |
|---|---|
| **CHCAGE001** | Facilitatethe empowerment of older people |
| **CHCAGE003** | Coordinate service for older people |
| **CHCAGE005** | Provide support to people living with dementia |
| **HLTINF001** | Comply with infectionprevention control policies and procedures |
| **CHCCCS011** | Meet personal support needs |
| **CHCDIS001** | Contribute to ongoing skill development using a strength-based approach |

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 180 hours of work placement.

## Course Duration

Forty Eight (48) weeks including Twelve (12) weeks holidays

# Certificate IV in Ageing Support

## CRICOS Course Code 096161M | CHC43015

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

### Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older;
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check and National Police check is required for work placement and for gaining employment. This should be done during orientation so that approval is provided prior to the first industry placement

### Course Structure

This qualification is made up of 18 units of competency ( 15 core units and 3 electives units )

## Pathways to Further Study

Education pathways exist depending on the college/university, courses include:

- Diploma of Nursing
- Diploma of Community Services
- Bachelor of Nursing

## Job Roles

Job roles and titles may vary across the community services sector including:

- Aged care activity worker
- Care service team leader
- Care supervisor
- Disability officer
- Disability support worker
- Accommodation support worker

## Code and Unit Name

### Core Units

| | |
|---|---|
| **CHCADV001** | Facilitate the interest and rights of clients |
| **CHCAGE001** | Facilitate the empowerment of older people |
| **CHCAGE004** | Implement interventions with older people at risk |
| **CHCAGE003** | Coordinate service for older people |
| **CHCAGE005** | Provide support to people living with dementia |
| **CHCCCS006** | Facilitate individual service planning and delivery |
| **CHCCCS011** | Meet personal support needs |
| **CHCCCS023** | Support Independence and wellbeing |
| **CHCCCS025** | Support relationship with carers and families |
| **CHCDIV001** | Work with diverse people |
| **CHCLEG003** | Manage legal and ethical compliance |
| **CHCPAL001** | Deliver care service using a palliative approach |
| **CHCPRP001** | Develop and maintain networks and collaborative partnerships |
| **HLTAAP001** | Recognise healthy body systems |
| **HLTWHS002** | Follow safe work practices for direct client care |

### Elective Units

| | |
|---|---|
| **CHCAGE002** | Implement fall prevention strategies |
| **CHCCOM002** | Communication to build relationships |
| **HLTWHS003** | Maintain health and safety |

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 180 hours of work placement.

## Course Duration

Forty Eight (48) weeks including Twelve (12) weeks holidays

Vocational Education Training Courses

# Leadership and Management

# Certificate IV in Leadership and Management

**CRICOS COURSE CODE 095419J | BSB42015**

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

## Pathways to Further Study

After achieving this qualification candidates may choose to study BSB51915 Diploma of Leadership and Management or other Diploma qualifications.

## Entry Requirements

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## Job Roles

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core units and eight electives)

| | | | |
|---|---|---|---|
| BSBLDR401 | Communicate effectively as a workplace leader | BSBWOR404 | Develop work priorities |
| BSBLDR402 | Lead effective workplace relationships | BSBRSK401 | Identify risk and apply risk management processes |
| BSBLDR403 | Lead team effectiveness | BSBINN301 | Promote innovation in a team environment |
| BSBMGT402 | Implement operational plans | BSBCMM401 | Make a presentation |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | BSBWRT401 | Write complex documents |
| | | BSBCUS402 | Address customer needs |
| | | BSBRES401 | Analyse and present research information |

# Diploma of Leadership and Management

**CRICOS COURSE CODE 095406C | BSB51915**

**This course aims to provide:**

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- Interpersonal skills essential for a managerial career within the business sector.

## Entry Requirements

**it is recommended that individuals should:**

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

### Pathways to Further Study

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

### Job Roles

- Office Manager
- Business Development Manager
- Accounts Manager

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency  (four core and eight elective units).

| | | | |
|---|---|---|---|
| BSBLDR501 | Develop and use emotional intelligence | BSBHRM405 | Support the recruitment, selection and induction of staff |
| BSBMGT517 | Manage operational plans | BSBPMG522 | Undertake project work |
| BSBLDR502 | Lead and manage effective workplace relationships | BSBRSK501 | Manage risk |
| | | BSBMGT502 | Manage people performance |
| BSBWOR502 | Lead and manage team effectiveness | BSBADM506 | Manage business document design and development |
| BSBFIM501 | Manage budgets and financial plans | BSBSUS501 | Develop workplace policy and procedures for sustainability |
| BSBCUS501 | Manage quality customer service | | |

# Advanced Diploma of Leadership and Management

**CRICOS COURSE CODE 095407B | BSB61015**

**This course aims to provide:**

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- The ability to analyse, diagnose, design and execute business management functions
- Interpersonal skills essential for a managerial career within the business sector.

## Entry Requirements

**It is recommended that individuals should:**

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## Pathways to Further Study

After achieving this qualification candidates may choose to undertake studies at higher education level.
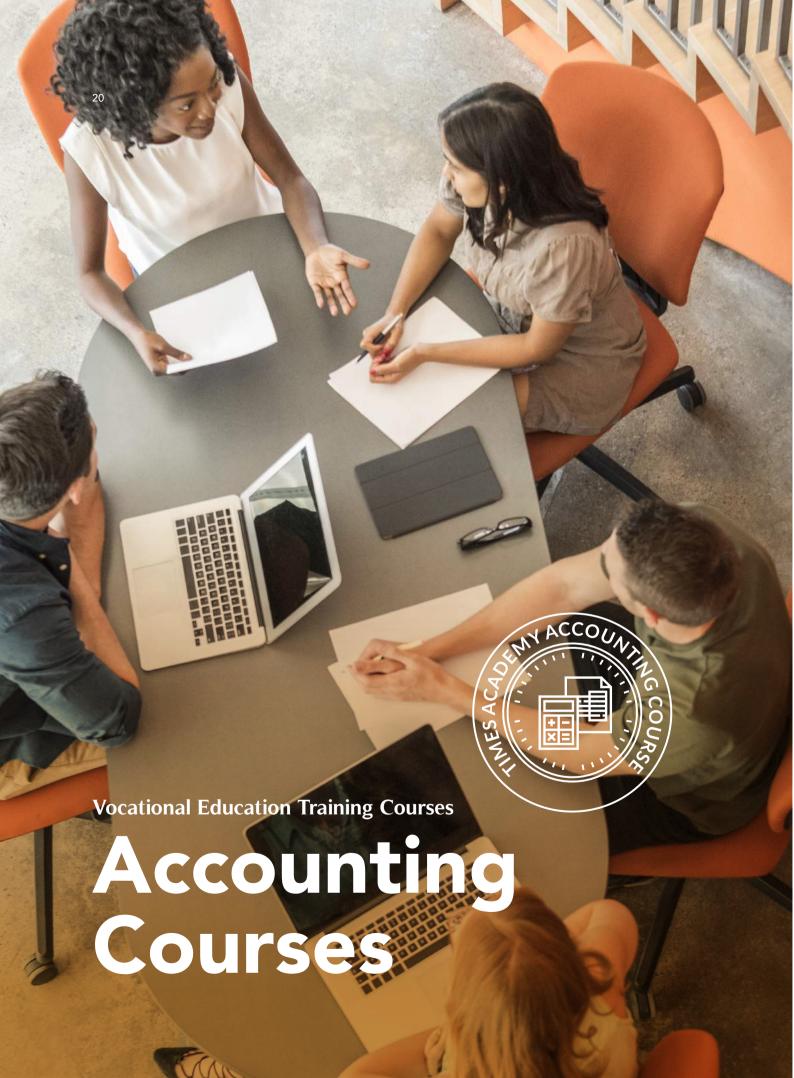
## Job Roles

- Area Manager
- Department Manager
- Regional Manager

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

| Code | Unit | Code | Unit |
|---|---|---|---|
| BSBFIM601 | Manage finances | BSBCOM603 | Plan and establish compliance management systems |
| BSBINN601 | Lead and manage organisational change | BSBMKG609 | Develop a marketing plan |
| BSBMGT605 | Provide leadership across the organisation | BSBHRM602 | Manage human resources strategic planning |
| BSBMGT617 | Develop and implement a business plan | BSBMKG608 | Develop organisational marketing objectives |
| BSBINM601 | Manage knowledge and information | BSBWHS605 | Develop, implement and maintain WHS management systems |
| BSBMGT608 | Manage innovation and continuous improvement | | |
| BSBMGT616 | Develop and implement strategic plans | | |

TIMES ACADEMY ACCOUNTING COURSE

**Vocational Education Training Courses**

# Accounting Courses

# Certificate IV in Accounting and Bookkeeping

## CRICOS COURSE CODE 097398D | FNS40217

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

### Job Roles

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- Accounts administration
- Accounts clerk
- Accounts payable officer
- Accounts receivable Officer
- Bookkeeper
- Debtors clerk
- Payroll officer

Completion of this course does not automatically register you as a BAS agent. Student seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/apply-register-bas-agent, as registration requirements are reviewed regularly.

### Pathways to Further Study

FNS50217 Diploma of Accounting or other Diploma qualifications

### Entry Requirements

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment. It is recommended that individuals should:

- Be 18 years or older; and

- Have completed Australian Year 11 or its equivalent with suitable English language skills.

- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

### Course Structure: Duration 52 Weeks

| | |
|---|---|
| BSBFIA401 | Prepare financial reports |
| BSBSMB412 | Introduce clouds computing into business operations |
| 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 a payroll system |
| FNSACC412 | Prepare operational budgets |
| FNSACC414 | Prepare financial statements for non-reporting entities |
| BSBITU402 | Develop and use complex spreadsheets |
| BSBITU306 | Design and produce business documents |
| FNSACC313 | Perform financial calculations |

# Diploma of Accounting

**CRICOS COURSE CODE 097399C | FNS50217**

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

## Entry Requirements

Entry to this qualification is limited to:
- 18 years or older; and
- Completion of Year 12 or equivalent with suitable English language skills
- Completion of the following six units:
  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;
OR
- Completion of FNS40615 Certificate IV in Accounting or equivalent;
OR
- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent
- International Students are also required to have an English ability at
  the IELTS 5.5 or equivalent.

### Pathways to Further Study

FNS60217 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

## Job Roles

Job roles and titles vary across different industry sectors.  According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- Accounts payable team leader;
- Accounts receivable team leader;
- Collections supervisor;
- Payroll team leader/Manager.

Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/registration, as registration requirements are reviewed regularly.

## Course Structure: Duration 52 Weeks

| | |
|---|---|
| FNSACC511 | Provide financial & business performance information |
| FNSACC512 | Prepare tax documentation for individuals |
| FNSACC513 | Manage budgets & forecasts |
| FNSACC514 | Prepare financial reports for corporate entities |
| FNSACC516 | Implement & maintain internal control procedures |
| FNSACC517 | Provide management accounting information |
| FNSACC505 | Establish and maintain accounting information systems |
| FNSFMK505 | Comply with financial services legislation and industry codes of practice |
| FNSORG506 | Prepare financial forecasts and projections |
| FNSACC607 | Evaluate business performance |
| FNSACC608 | Evaluate organisation's financial performance |

# Advanced Diploma of Accounting

## CRICOS COURSE CODE 097400D | FNS60217

This qualification reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

### Entry Requirements

Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or its equivalent with suitable English language skills; and
- Completion of following units:

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

FNSACC511 Provide financial and business performance information

FNSACC512 Prepare tax documentation for individuals

FNSACC513 Manage budgets and forecasts

FNSACC514* Prepare financial reports for corporate entities

FNSACC516 Implement and maintain internal control procedures

FNSACC517 Provide management accounting information

*Note the following prerequisite unit requirements.

BSBFIA401 Prepare financial reports

FNSACC311 Process financial transactions and extract interim reports

**OR**

- Completion of FNS50215 Diploma of Accounting;

**OR**

- Completion of FNS50217 Diploma of Accounting
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

### Pathways to Further Study

After achieving this qualification candidates may choose to undertake studies at higher education level.

### Job Roles

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- Accounts manager
- Business analyst
- Office manager
- Payroll manager

Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirem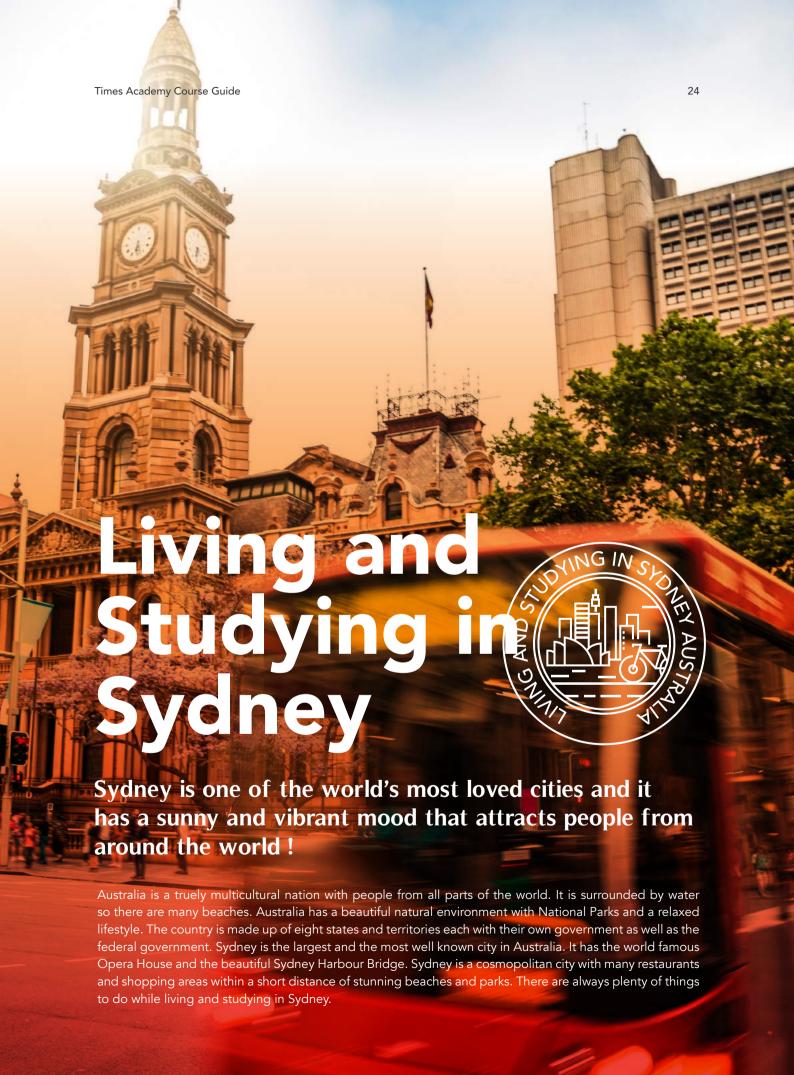ents with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/registration, as registration requirements are reviewed regularly.

### Course Structure: Duration 78 Weeks

| | |
|---|---|
| FNSACC624 | Monitor corporate governance activities |
| FNSINC601 | Apply economic principles to work in the financial services industry |
| FNSINC602 | Interpret and use financial statistics and tools |
| FNSACC512 | Prepare tax documentation for individuals |
| FNSACC601 | Prepare and administer tax documentation for legal entities |
| FNSACC603 | Implement tax plans and evaluate tax obligations |
| FNSACC511 | Provide financial and business performance information |
| FNSACC607 | Evaluate business performance |
| FNSACC608 | Evaluate organisation's financial performance |
| FNSACC516 | Implement and maintain internal control procedures |
| FNSACC602 | Audit and report on financial systems and records |
| FNSACC606 | Conduct internal audit |
| FNSACC517 | Provide management accounting information |
| FNSACC613 | Prepare and analyse management accounting information |

# Living and Studying in Sydney

**Sydney is one of the world's most loved cities and it has a sunny and vibrant mood that attracts people from around the world !**

Australia is a truely multicultural nation with people from all parts of the world. It is surrounded by water so there are many beaches. Australia has a beautiful natural environment with National Parks and a relaxed lifestyle. The country is made up of eight states and territories each with their own government as well as the federal government. Sydney is the largest and the most well known city in Australia. It has the world famous Opera House and the beautiful Sydney Harbour Bridge. Sydney is a cosmopolitan city with many restaurants and shopping areas within a short distance of stunning beaches and parks. There are always plenty of things to do while living and studying in Sydney.

### Estimated Cost of Living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $20,000 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail leads to the CBD.

You should have at least AUD $2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit *www.studyinaustralia.gov.au*

### Overseas Student Health Cover (OSHC)

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia. However, it can be come costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

### Find Work While You Study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation. For more information, visit *www.fairwork.gov.au.*

# Finding A Place to Live

### Accommodation

There are a range of accommodation options available in Australia to suit your neeeds and budget. The most common types of accommodation are homestay and rentals.

### Homestay

Homestay gives you the opportunity to live with an Australian family in their home. Homestay can be a great option for younger students as you will have a supportive family environment and a home away from home. Some homestay options include meals and others are self-catered, so you can choosethe option that best suits your needs.

### Rentals

Another accommodation option is to rent your own unit or room in a shared apartment, flat or house. In a rental arrangement, each person usually has their own bedroom and shares the bathroom, kitchen and living areas with housemates. Many students choose homestay when they first arrive and then move onto rental accommodation once they've settled into the area and have a better idea of where they'd like to live and the type of accommodation they'd prefer.

## Assessment Strategies

The assessment methods in this qualification have been designed to include research tasks, role plays, case studies and Observation/Supervisor report among other work placement tasks while covering the critical elements of evidence

## Recognition of Prior Learning

Times Academy supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by Times Academy and which may also exist in other Training Packages.

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Admin Manager, Student Administration Services upon request.

## Fee & Charges

| | |
|---|---|
| Enrolment/Application fee (not refundable) | AUD$200 |
| Confirmation of Enrolment fee (COE) | AUD$50 |
| Material fee (per term) | AUD$50 |
| Priority Processing fee | AUD$50 |
| Change of Course fee | AUD$200 |
| Deferment fee | AUD$250 |

For information regarding school holidays, please refer to the Academic Calendar. For addition fees information, please refer to the to Student fees & charges page that is available on our website at www.times.nsw.edu.au.

## Intake Dates

| | 2018 | 2019 | 2020 | 2021 |
|---|---|---|---|---|
| **Term 1** | 08 Jan | 07 Jan | 06 Jan | 11 Jan |
| **Term 2** | 09 Apr | 08 Apr | 06 Apr | 12 Apr |
| **Term 3** | 09 Jul | 08 Jul | 06 Jul | 12 Jul |
| **Term 4** | 08 Oct | 08 Oct | 06 Oct | 12 Oct |

Choose when you want to study. Times Academy has 4 intake dates all year round. Don't wait and start whenever you like!

## Sample Timetable

At Times Academy we try our best to accommodate our student's need. We understand the importance of a good school life balance. Our students can select a study timetable from a variety of options that suite their lifestyle needs. We hope that students enjoy their time at TA.

| Shift | Mon | Tues | Wed | Thur | Fri | Sat |
|---|---|---|---|---|---|---|
| **1** | 8:45 - 16:45 | 8:45 - 16:45 | | | | |
| **2** | | | 8:45 - 16:45 | 8:45 - 16:45 | | |
| **3** | | | | | 8:45 - 16:45 | 8:45 - 16:45 |
| **4** | 17:45 - 21:30 | 17:45 - 21:30 | 17:45 - 21:30 | 17:45 - 21:30 | | |

# How to Apply

**1.** **Complete Your Application Form**

You can either complete our online application or download a printable application form in pdf and return it to our office via email or through an approved education agent.

**2.** **Attach All Supporting Documents**
- A copy of your current passport
- A copy of any further studies offer to an Australian institution: University, foundation studies or TAFE/ VET certificate (if you hold one)
- A copy of your current visa (if you hold one)
- A copy of your official English test results: IELTS, TOEFL, PTE or Cambridge (if available)
- A signed and dated Application Form.
- A signed and completed Under 18 - Care
- Arrangement Form, if you are under 18 years of age.

**3.** **Submit Your Application**

Return your application form and the necessary documents to:

*Times Academy Level 4, 338 Pitt Street Sydney NSW 2000 Australia*

OR email to :

*info@times.nsw.edu.au*

**4.** **Receive An Offer Letter**

If your application is successful you will receive a letter of offer for your nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## Disclaimer

The information in this brochure is correct as of Nov 2017. Changes in circumstances after this date may alter the accuracy of the information. TA reserves the right to alterany matter describein this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the college.