

# FNS30322 Certificate III in Accounts Administration

## DESCRIPTION

This qualification reflects the role of individuals with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply skills and knowledge to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

This qualification is your gateway to the financial services industry, leading to entry-level careers such as accounts payable clerk, accounts receivable clerk and payroll clerk. This course is especially designed for those who need to perform routine accounting duties such as accounts payable/receivable, payroll, bookkeeping, purchases and sales, and preparation of financial reports.

### Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, some units may specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

This qualification is suited to an Australian Apprenticeship pathway.

## ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Duration*	Study mode
Alice Springs Darwin Online	This course is delivered over a period of six months full-time or one year part-time.	Face-to-face Online

\* Duration will vary depending on how long a student takes to reach the required competency level.

Students will have access to learning resources on LearnLine, CDU 24/7 online learning system.

## FEES

Fee Type	2025 Course Fees
NT Government Supported*	\$1,480.00 - \$1,831.50
Full Fee	\$5,024.00 - \$6,217.20

\*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you have gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, refer to [VET RPL](#).

## RESOURCES

Students will be required to purchase set textbooks. A complete booklist detailing the required textbooks and where they can be purchased, will be provided prior to enrolment.

Computer and internet access is required to source information and complete assessments.

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to FNS40222 Certificate IV in Accounting and Bookkeeping.

Possible occupations relevant to this qualification include:

- Accounts clerk/officer
- Accounts payable & receivable clerk
- Bookkeeper
- Cashier
- Payroll clerk/officer
- Inventory clerk
- Office assistant

## QUALIFICATION CONTENT

To achieve a Certificate III in Accounts Administration, a total of eleven (11) units of competency must be completed comprising seven (7) core and four (4) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

## CORE UNITS

BSBTEC302	Design and produce spreadsheets
BSBXCM301	Engage in workplace communication

FNSACC314	Conduct business activities using a computerised accounting system
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC323	Perform financial calculations
FNSINC311	Work together in the financial services industry

### **ELECTIVE UNITS (*Select 4 units*)**

BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBHRM416	Process payroll
FNSACC421	Prepare financial reports
BSBPEF301	Organise personal work priorities
BSBTEC404	Use digital technologies to collaborate in a work environment
FNSFLT311	Develop and apply knowledge of personal finances (unnamed)
BSBTEC301	Design and produce business documents

### **WITHDRAWING FROM A QUALIFICATION**

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

### **SUPPORT SERVICES**

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

### **CONTACT DETAILS**

Business and Workforce Management

E. [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)  
 T. 08 8946 7517 (DWN) 08 8959 5461 (ASP)  
 W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>