



**Central
Regional**



Course **Pre-Enrolment Guide**

Training Area:
Business and Finance

Training Product:
**FNS30322 Certificate III in
Accounts Administration
(WPA Traineeship)
Northam**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

FNS30322 Certificate III in Accounts Administration

Release number	1
Required number of units for course completion	<p>Total number of units = 11 7 core units plus 4 elective units, of which:</p> <ul style="list-style-type: none"> at least 3 must be from the elective units listed below up to 1 may be from this qualification or any currently endorsed Certificate II or above training package qualification or accredited course. <p>Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.</p> <p>To access the full list of units click on the link. https://training.gov.au/Training/Details/FNS30322/qualdetails</p> <p>Please see the table at the end of this document for the units offered in this qualification.</p>
Duration	12 months – 18 months
Location	Northam
Delivery mode	Traineeship (WPA - Workplace Assessment)

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

These are the essential skills and knowledge that you would need to study and work in this field. Consider if you might face any challenges in meeting the course expectations and requirements.

Working in an accounting and bookkeeping environment

- Be able to work independently and with others in a shared office setting.
- Be able to read and understand a range of workplace documents
- Be confident with numbers and calculations
- Have good time management, organising and record keeping skills
- Be able to develop good problem-solving skills
- Interpret instructions and complete tasks to industry standard with accuracy and within set timeframes.

Communication skills

- Be able to communicate fluently in English, verbally and in writing with a range of different people.
- Develop confidence to interact respectfully and professionally with others.

Technology requirements

- You **MUST** have access to a computer and reliable internet service.
- Have good computer skills including the ability to develop your skills in the use of software applications

Study commitment

- Be able to dedicate approximately 15 hours per week for study and assessment activities.
- Be willing to participate in regular lecturer mentoring sessions.

Review of knowledge and skills

If you feel you may experience significant challenges in meeting the requirements listed above this may indicate that the course is not the best fit for you at this time and another learning pathway could better support your learning needs.

The Student Business Systems team can discuss alternative options to help you choose the most suitable pathway.

Course Description and Pathways

Course 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.

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. Refer to the relevant regulator for specific guidance on requirements.

Further details can be found on our website [here](#).

Course Pathways

On successful completion of the course, you may:

- Be eligible for employment in the financial services industry
- Wish to undertake further study such as Certificate IV level qualifications in this area.

National Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Pre-enrolment Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Review of language, literacy, numeracy and digital literacy (LLND)

WA Traineeship Requirements

The Australian Apprenticeship Support Network (AASN) provides individualised testing, streaming and matching services to help you select the apprenticeship, occupation or training pathway that is most suited to you. These services ensure you are well-suited to an apprenticeship and are the right fit for the job. AASN Providers can help match you to an employer, support you during the sign-up to the training contract and assess your eligibility for Australian Government incentives and Australian Apprenticeship Support Loans. To enrol as a trainee, you will need to be employed by a host employer under a training contract.

You are required to complete the **Learner Needs Form** provided by the Student Business Services Team. The course lecturer will review the information you provide to determine whether you have the literacy, numeracy and digital literacy (LLND) skills needed for this course.

Once your Learner Needs Form is received, your lecturer will contact you and you will be required to take part in an **informal interview/chat** with the lecturer to discuss your LLND skills and your readiness to study the course.

What happens after your LLND review

After the LLND review, the lecturer will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

Central Regional TAFE will provide the following resources for you to participate in this program:

- You will have access to electronic copies of Complete Business Solutions Australia (CBSA) for some units that includes:
 - Learner Guides
 - PowerPoints
 - Assessments
 - Policy and Procedures
 - Templates
- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)

- Adobe
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to onsite Cibatek (computers and printer)

Note: Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment. Students are charged a resource fee for access to the learning and assessment materials on the online learning management system.

Students must provide:

For external study you will need access to:

- A computer/laptop
- Reliable internet connection
- You will need to use the weblink provided by the lecturer to purchase the learning resources (at your own expense) directly from the publisher.

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required. You can also access Study Tips for Students [here](#).

Delivery Mode

This course is offered as a **Traineeship WPA (Workplace assessment)**. This involves a structured program that combines on-the-job training with off-the-job training, enabling you to have a job while you complete training towards a nationally recognised qualification. You will have support from the workplace supervisor to gain valuable workplace skills while at the workplace.

The lecturer will provide you with the learning materials that you need for the course including log in access to Blackboard. You can work through the course materials at a speed that suits you. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)

- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Lecturer Contact Details

Kapi Sak
 Advanced Skills Lecturer, Business and Accounting
 Central Regional TAFE
 Lot 1 Hutt Street (PO Box 498) Northam WA 6401
 T: 08 9622 6724
 E: Kapi.Sak@crtafe.wa.edu.au

Availability: Via email Mondays to Fridays 9am to 4pm
 Building: Student Hub for face to face meetings with the lecturer via appointments

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download from our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
	BSBTEC302	Design and produce spreadsheets [OCE02]				30.00	5.00	35.00	5.00	Work Placement	Core		
	BSBXCM301	Engage in workplace communication [OAQ33]				35.00	5.00	40.00	5.00	Work Placement	Core		
	FNSACC314	Conduct business activities using a computerised accounting system [OED02]				30.00	5.00	35.00	5.00	Work Placement	Core		
	FNSACC321	Process financial transactions and extract interim reports [OEB96]				65.00	5.00	70.00	5.00	Work Placement	Core		
	FNSACC322	Administer subsidiary accounts and ledgers [OED00]				45.00	5.00	50.00	5.00	Work Placement	Core		
	FNSACC323	Perform financial calculations [OEC99]				35.00	5.00	40.00	5.00	Work Placement	Core		
	FNSINC311	Work together in the financial services industry [OCI58]				45.00	5.00	50.00	5.00	Work Placement	Core		
Group 1 Option	BSBESB403	Plan finances for new business ventures [OCD82]						0.00		Work Placement	Elective	Credit - Imported Elective	
	BSBOPS304	Deliver and monitor a service to customers [OCF16]						0.00		Work Placement	Elective	Credit	
	BSBOPS305	Process customer complaints [OCF15]						0.00		Work Placement	Elective	Credit	
	BSBPEF301	Organise personal work priorities [OCF03]						0.00		Work Placement	Elective	Credit	
Group 2 Option	BSBHRM416	Process payroll [OCG27]				25.00	5.00	30.00	5.00	Work Placement	Elective		
	BSBTEC301	Design and produce business documents [OCD56]				70.00	10.00	80.00	5.00	Work Placement	Elective		
	BSBWRT311	Write simple documents [OCD71]				30.00	5.00	35.00	3.00	Work Placement	Elective	Imported Elective - Choose One	
	FNSACC421	Prepare financial reports [OED08]				50.00	5.00	55.00	5.00	Work Placement	Elective		
	FNSACC426	Set up and operate computerised accounting systems [OEB92]				75.00	5.00	80.00	5.00	Work Placement	Elective	Imported Elective - Choose One	
		Total	0.00	0.00	0.00	535.00	65.00	600.00	58.00				



Assessment Methods


For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



© 2025 Central Regional TAFE

All rights reserved. Except as permitted under the Copyright Act 1968 (Cth) and subsequent amendments, no part of this publication may be reproduced, adapted, amended, distributed, or transmitted in any form or by any means – including photocopying, recording, or other electronic or mechanical methods – without the prior written permission of Central Regional TAFE.

Central Regional TAFE is committed to developing high-quality resources that meet the needs of our customers. Every effort has been made to ensure this publication is free from errors or omissions. However, Central Regional TAFE accepts no responsibility or liability, whether in negligence or otherwise, for any loss, damage, or injury arising from the information contained within.