



General Information and Student Support

"Students who are settled quickly and happily are more likely to get better results in their studies. So finding the right place to live and making friends are very important. We pay attention to this by providing ongoing academic and social support for all students..."
Dr Thuy Mai-Viet, President

General Information

Academic Achievement.

Completion of Year 12 is the required entry level for all vocational courses. However, students who have completed Year 11 can be admitted if results are good.

English Language Proficiency

Students are required to have an English proficiency level of at least 5.5 IELTS score or equivalent.

Recognition of Prior Learning (RPL)

is available if students have studied or worked in the area of study.

Pathways

Diploma graduates can articulate to university degree programs.

Intake Dates

2017: 30 Jan, 24 Apr, 17 July & 9 Oct.
2018: 5 Feb, 30 April, 23 July & 15 Oct

Timetables: At least 20 contact hours per week. There are 9 weeks per term and 4 terms per year.

Assessment is competency based which means you complete oral and/or written knowledge exercises, quizzes, practical skills demonstrations and observations.

Study Materials

Learning materials per course:

- * Certificate III or IV: \$150
- * Diploma or Adv. Diploma: \$200
- * Additional learning materials: Free.

ACCOUNTING UNIT LIST

Certificate IV in Business (BSB40215)

Unit Code	Unit Name
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
FNSACC301	Process financial transactions and extract interim reports
BSBFIA401	Prepare financial reports
FNSACC402	Prepare operational budgets
FNSACC401	Process business tax requirements
BSBADM405	Organise meetings
BSBRSK401	Identify risk and apply risk management processes
BSBREL401	Establish networks
BSBCMM401	Make a presentation
BSBHRM405	Support the recruitment, selection and induction staff

Diploma of Accounting (FNS50215)

Unit Code	Unit Name
FNSACC501	Provide financial and business performance information
FNSACC502	Prepare tax documentation for individuals
FNSACC503	Manage budgets and forecasts
FNSACC504	Prepare financial reports for corporate entities
FNSACC506	Implement and maintain internal control procedures
FNSACC507	Provide management accounting information
FNSACC301	Process financial transactions and extract interim reports
BSBFIA401	Prepare financial reports
FNSACC505	Establish and maintain accounting information systems
FNSACC402	Prepare operational budgets
BSBMGT605	Provide leadership across the organization

Advanced Diploma of Accounting (FNS60215)

Unit Code	Unit Name
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC604	Monitor corporate governance activities
FNSACC301	Process financial transactions and extract interim reports
BSBFIA401	Prepare financial reports
FNSACC502	Prepare tax documentation for individuals
FNSACC504	Prepare financial reports for corporate entities
FNSACC501	Provide financial and business performance information
FNSACC506	Implement and maintain internal control procedures
FNSACC507	Provide management accounting information
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC614	Prepare complex corporate financial reports
FNSACC613	Prepare and analyse management accounting information

Accounting Training Program Version 17.1 February 2017

ACCOUNTING

UNIVERSITY PREPARATION COLLEGE

ACCOUNTING TRAINING PROGRAM

UPC is an Australian Government recognised college for teaching English and vocational courses to both Australian and international students.

The English and vocational courses can be packaged for entry to a number of Australian universities, higher education institutions and colleges.

Social Media

Website: www.upc.edu.au

Facebook: [www.facebook.com/
www.universityPreparationCollege/](https://www.facebook.com/www.universityPreparationCollege/)



UNIVERSITY PREPARATION COLLEGE

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Your nearest UPC Representative



RTO 91364 CRICOS Provider No 02751M



February 2017

The Accounting Degree Package

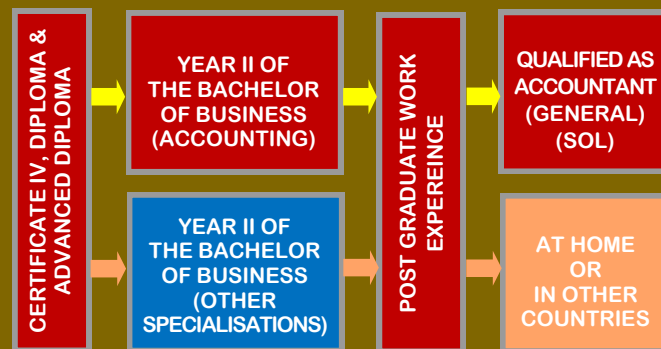
English - Certificate IV - Diploma - Advanced Diploma - Bachelor Degree - Work Experience



"Whether business or finance, technology or community services is your interest, UPC College is the right vehicle to take you there."

UTS's Emeritus Professor Brian Low, College Patron

Program pathways



What makes UPC Accounting Package unique?

The package program provides you a complete and affordable pathway from English training to gaining an Australian university degree and a 2-year work experience period with possible permanent residency in Australia.

★	Your Future Career
♦	A highly paid job at home or
♦	Temporary/permanent work in Australia or
♦	Working internationally
6	Work Experience
	After graduating, you are eligible for applying a 2-year work experience visa.
5	University Degree
	A Bachelor degree in Accounting, Business, Marketing or Economics is your choice with a sound accounting background.
4	Advanced Diploma of Accounting
	A 9-month course trains you to become an accounting executive.
3	Diploma of Accounting
	A 9-month course trains you to become an assistant executive.
2	Certificate IV in Business
	This 6-month basic course will help you familiar with the Australian business environment and education system.
1	English Course
	UPC English program will develop your English proficiency to IELTS ≥ 5.5 effectively.

1 English Courses

The College has a comprehensive English program providing courses from Beginner to Advanced.

Placement in the initial English course is dependent on your English proficiency. Progression to the upper intermediate level (IELTS Score ≥ 5.5) is required prior to entering Certificate IV in Business.

UPC English courses are also pathways to further studies at other Australian colleges and universities.

2 Certificate IV in Business

BSB40215 CRICOS Code 087792K

The Certificate IV in Business will help you understand the fundamentals of business to support you to explore career options or start your career in business. You will be trained in areas such as creating documents, making presentations, organising meetings, establishing networks & effective workplace relationships, as well as how to promote products and services.

End game: Be job-ready as soon as you graduate, or continue your studies to keep climbing the corporate ladder or continue with a higher qualification.

The course comprises of 1 core unit of competency and 9 electives. Total study time is 360 hours over a period of 6 months.

3 Diploma of Accounting

FNS50215 CRICOS Code 088365K

The Diploma of Accounting has designed specifically for those starting out in the accounting industry. It provides a sound foundation of practical content and will assist students to obtain work in entry level positions.

Accounting knowledge and skills can be used in a range of positions and situations. From personal book-keeping systems, to learning how to work in the pay-roll department, this course will teach you how to track, monitor and record all the relevant numbers in your life and report on business performance. The course covers critical skills including financial reporting, budgeting management accounting, financial performance, internal controls and taxation.

For further studies, diploma graduates can enter the Second Year of a university course in accounting, business, economics or management at a number of Australian universities and higher education institutes.

The course comprises of 6 core units of competency and 5 electives. Total study time is 540 hours over a period of 9 months.

4 Advanced Diploma of Accounting

FNS60215 CRICOS Code 088458E

The Advanced Diploma of Accounting is a highly specialised course designed for accountants wishing to upskill their credentials and gain employment in more senior or executive level roles.

Broadly, this course, teaches students about general accounting, tax and managerial accounting. In particular, the course covers a range of high-level accounting skills such as interpreting financial statistics, reporting, monitoring corporate governance, preparing tax documentation and financial reports and implementing and applying internal control procedures, as well as other advanced accounting skills crucial to senior roles.

The course comprises of 3 core units of competency and 11 electives. Total study time is 540 hours over a period of 9 months.



Master of Professional Accounting A bright future in Australia

Do you have a bachelor degree in any disciplines from a local university? And want to come to Australia to study and work with a high chance of obtaining permanent residency?

UPC College offers you an affordable pathway:

- ♦ Studying English at UPC College;
- ♦ Enrolling in a 2-year Master of Professional Accounting at a very competitive fee;
- ♦ Having a 2-year work experience period and then
- ♦ Deciding either going home or applying for temporary or permanent residency.

5a Bachelor of Accounting

Popular pathways for UPC Diploma or/and Advanced Diploma of Accounting graduates are the second year of the Bachelor of Accounting at UWS, CSU or Bachelor of Business (Accounting) at KOI, depending on their affordability.

A university accounting course is very popular since the accounting occupation is listed on the Australian Skilled Occupation List (SOL): Experienced accountants are eligible for permanent residency.

5b Bachelor of Business (Specialisations)

UPC Advanced Diploma of Accounting graduates can also enter the second year of a number of university courses such as Bachelor of Business or Bachelor of Economics at UOW, UWS, CSU, KIBT or KOI, etc. depending on their affordability.

Specialisations of the Business course include Finance, Human Resources, Management and Marketing.

6 Work Experience

On completion of the Bachelor degree, you are entitled a 2-year work experience period under the Temporary Graduate Visa. This working experience will provide you an opportunity to learn more about the Australian setting, improve your English proficiency, gain professional work experience and last but not least, recover your investment in your studies.

★ Outcome of the Accounting Study and Training Package

The 3-year study and 2-year work experience program will train you to become a quality accountant who is in high demand in Australia and many countries from Asia to Europe and North America.

On completion of the program, you will have a wide choice; either going home to enjoy a highly paid job, seeking temporary or permanent stay in Australia or working internationally.

