



Bedford College

Skills for Life!



Accounting

- > Small Business Accountant
- > Finance Manager
- > Senior Financial Clerk
- > Audit Clerk
- > Tax Clerk
- > Cost Clerk
- > Bookkeeper
- > Payroll Clerk



Established in 1944, Bedford College is a well respected Registered Training Organisation with a long-standing reputation for training excellence in a caring, friendly environment. The College places importance on attitude, respect, acceptance, tolerance, honesty and a belief that every person can achieve their personal best if they are provided with the right opportunities

The Financial Services course was developed by the National Finance Industry Body Limited in line with requests from industry and feedback received during extensive national consultations. The course reflects industry's need for training that is flexible and linked to functions within the financial services sector – this is also in line with regulatory imperatives that require a change from a sectoral and product centred focus to a financial approach.

Course Description

Diploma of Accounting

The Diploma of Accounting course provides practical training that prepares you for a career in Accounting. In this course you will learn about working in the financial services industry as an accounting professional. Subjects include: complex accounts processing, preparing tax returns and preparing financial statements for a reporting entity and reporting on business performance. You will learn about the internal accounting and management systems in companies maintaining internal control systems, managing small teams, developing business plans, and preparing management accounting reports at a senior level (This qualification articulates into a university degree program).

Bedford Offers the following Accounting Courses:

- | | |
|---|------------|
| > Diploma of Accounting (FNS50204)
(Articulates into University) | - 40 weeks |
| > Certificate IV in Financial Services (FNS40207)
(Bookkeeping) | - 30 weeks |
| > Certificate III in Financial Services (FNS30304)
(Accounts Clerical) | - 20 weeks |



Enrolment

- Satisfactory completion of the School Certificate (Year 10)
- No UAI score is required
- Enrolment numbers are limited to 120 students per year and places are offered on a 'First Come First Served' basis

Small Class Sizes

The College is committed to training in small groups and class sizes are therefore limited in numbers – this allows teachers to provide individualised attention to every student.

Free Optional Study Period

For students who need a little extra tuition or revision, we offer an optional 1 hour Study Period from 3.00pm-4.00pm each day. Teaching staff are available to work with students during these times and the extra periods can provide up to 4 hours of private tuition every week.

Technology

Our three computer laboratories house the most up-to-date computers and resources available today. Each student has their own 'roaming profile' on the network and each has his/her own college email address.

Award Winning College

Over the years, Bedford College has won many national awards and in 2007 became a finalist in the Department of Education's NSW Small Training Provider of the year awards.

Course Structure and Hours

Accounting/Finance students attend College from Monday to Thursday from 9.00am to 3.00pm and an additional one day each week (or equivalent) is spent in the Bedford Online Classroom.

We believe that this course structure is the most beneficial for our students as it provides a more relaxed and flexible learning option.

Bedford Online

Today's student is much more computer savvy than previous generations and Online Learning has become commonplace in many training organisations.

Bedford College first implemented Bedford Online Classrooms several years ago; and over the years it has been developed to become a highly successful and very popular supplement to our training practices. Using Bedford Online, students can access classes outside normal college hours where they may revise work, chat and email trainers and other students, collect and lodge assignments, check diary dates, participate in forums, download notes, link to websites, etc. etc.

Accounting Diploma and Certificate Courses

Teaching Staff

The Teaching Staff at Bedford are the backbone of the College and we are proud of our ability to recruit and retain high-calibre teachers who are industry trained professionals dedicated to assisting students to achieve their personal best results.

Employment Options

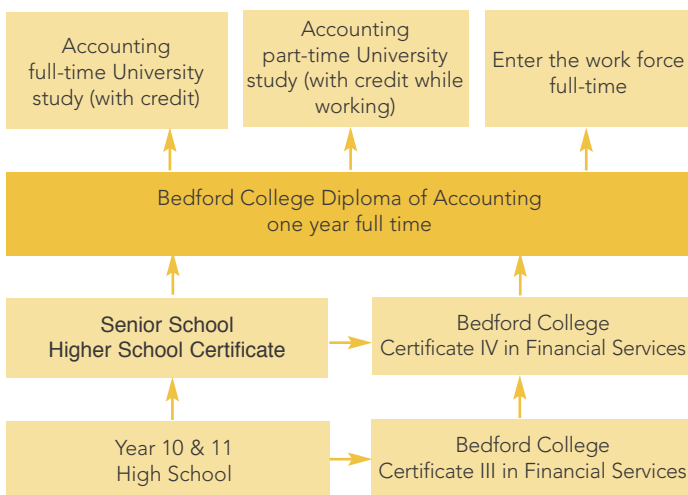
All the training in the world is of little use unless graduates are able to put that training into practice in the workplace. Obviously, no college can absolutely guarantee that every graduate will get a job however; virtually 100% of Bedford Graduates have obtained satisfying, well-paid employment on completion of their college course (some are employed even before their course is completed). And many of these employment positions have come directly through the College.

Did you know that statistics show that 70% of jobs are never advertised? How then do job seekers hear about available jobs? At Bedford, our graduates enjoy the benefits of graduating from a well-established, reputable training college with strong industry links.

Many organisations - both large and small - contact the College when an employment position becomes available. It's then the job of our Work Placement Officer to liaise with the organisation, assess their needs and coordinate interviews between the employer and suitable Bedford candidates.

University Pathways

On completion of their course, many Bedford Graduates choose to further their studies at higher education level. We are pleased to be able to provide pathways whereby graduates articulate into a degree program (with considerable credit points) at a number of leading universities. Many university programs are flexible and can be undertaken full-time on campus or part-time whilst working. It's true to say that there are Bedford Graduates currently studying in almost every university in New South Wales.



Possible Outcomes

Diploma

(Articulates into university degree)

- > Accountant in small business
- > Finance Manager
- > Senior Financial Clerk
- > Audit Clerk
- > Tax Clerk
- > Bookkeeper

Certificate IV

- > Bookkeeper
- > Professional contract bookkeeper

Certificate III

- > Accounts Payable/Receivable
- > Payroll Clerk
- > Cashier
- > Bookkeeper
- > Eft/E-Business Accounts Clerk

Fully Accredited Courses

Bedford College is a Registered Training Organisation (RTO) registered through VETAB in NSW. All our courses are fully accredited and recognised by industry and other education institutions throughout Australia. This means that the qualification you receive at Bedford is portable should you wish to advance your studies later.

VET FEE-HELP

What is VET FEE-HELP?

VET FEE-HELP is an income contingent loan scheme for the vocational education and training (VET) sector that is part of the Higher Education Loan Program (HELP). Offered by the Australian Government - and previously only available to students in the higher education/university sector - the loan assists eligible, full-fee-paying students to pay for all or part of their tuition fees.

Students may only access VET FEE-HELP from approved VET providers such as Bedford College; the courses must be nationally recognised and accredited and have significant credit transfer arrangements to a Bachelor degree with a higher education (HEP) provider. The Diploma programs at Bedford College fulfil these criteria.

How does it work?

The Australian Government pays the full amount of the tuition fees for the course directly to Bedford College, and you repay the loan through the tax system via compulsory and/or voluntary contributions once you are working.

For more information on VET FEE-HELP, follow this link on the Bedford Website or go to www.deewr.gov.au/vetfeehelp.

Flexible Payment Plans

The College offers a series of payment options for students unable to pay the cost of the course in full. A Direct Debit facility is available for those who prefer to pay the college fees by installments.

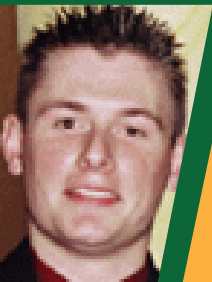
Commonwealth Benefits are Available

Austudy/Abstudy Benefits are available to eligible applicants, more information is available through Centrelink on 13 2490.

Accommodation

We are able to provide accommodation advice to country students or those living away from home during the period of your study. (Please contact the College for details).



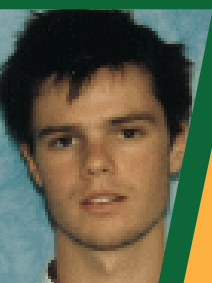


"The year I spent at Bedford was one of the best years of my life. I went to Bedford straight after year 12 and I completed my Diploma of Business whilst socialising with some of the best people I've ever met.

After I completed the course, I wanted to try living overseas and I decided to travel over to England. Shortly after arriving, I got a job at the Royal Bank of Scotland in Manchester as Personal Loans Officer.

I believe that the training I received at Bedford has set me up for life. Many of my work duties are directly linked to my Bedford training and I know that I would not have been able to either get this job or complete my work efficiently had I not undertaken the Bedford course."

Wesley Tronson



"Moving from the North Coast of New South Wales to Sydney without completing my HSC seemed like a big gamble. A gamble which, with the help and support of Bedford College, has paid off better than anyone could have expected.

I completed my Diploma of Business (Event Management) and am now employed as Client Services Administrator for Accor's Darling Harbour Hotels, working in their Conference and Catering Event Sales Department.

The skills and knowledge that I gained whilst studying for my Diploma allowed me to fit comfortably into my new role and gave me a great grounding to complete my Business Tourism Degree part-time online.

The class sizes at Bedford are small which allows teachers to provide more individual and specialised training and support than other colleges can offer. Without the training and support that I received at Bedford, I would never be in the position that I am today."

Cale Maxwell

Bedford College

Campus address:

54 Parramatta Road
Glebe NSW 2037

(Directly opposite Sydney University)

Postal address:

Private Bag 8
Glebe NSW 2037

Phone: +61 2 8572 3260

Fax: +61 2 8572 3261

Email: info@bedford.edu.au

www.bedford.edu.au

