



Since 1944

Bedford College

54 Parramatta Road, Glebe, NSW 2037 AUSTRALIA

Private Bag 8, Glebe, NSW 2037 AUSTRALIA

Telephone: +61-2 8572 3260

Website: www.bedford.edu.au

Facsimile: +61-2 8572 3261

Email: info@bedford.edu.au

FINANCIAL SERVICES COURSES

Established in 1944, Bedford College is one of the leading training providers in Sydney. The College is well-established with a long-standing reputation for quality training in a caring environment. Class sizes are small allowing us to provide individual attention to each student.

THE QUALIFICATIONS

These qualifications are nationally recognised and align with the Australian Qualifications Framework at levels III, IV and Diploma.

TARGET GROUP

The course is designed to provide the skills and knowledge for individuals wishing to hold positions of increasing responsibility in financial services settings.

COURSE STRUCTURE

Each course consists of a number of competencies (units) which when packaged together provide participants with theoretical and practical knowledge which will enable them to carry out a range of tasks from introductory/intermediate levels (Cert III) to more advanced/management level functions (Diploma).

The qualifications provide the skills to workers to:

Cert III	Cert IV	Diploma
<ul style="list-style-type: none"> Develop some relevant theoretical knowledge Apply a range of well-developed skills Take limited responsibility for output of others 	<ul style="list-style-type: none"> Demonstrate understanding of broad knowledge base incorporating some theoretical concepts Apply solutions to a defined range of unpredictable problems 	<ul style="list-style-type: none"> Demonstrate understanding of broad knowledge base incorporating theoretic concepts, with substantial depth in some areas Analyse and plan approaches to technical problems or management requirements

ENTRANCE REQUIREMENTS

Satisfactory completion of Year 10 at an Australian school or equivalent.

COURSE NAME AND DURATION

PLEASE NOTE: ALL COURSES INCLUDE ADDITIONAL UNDERPINNING EMPLOYABILITY SKILLS UNITS AS OUTLINED ON FOLLOWING PAGE

Diploma of Accounting (FNS50204)	40 weeks x 24 hours per week
Cert IV in Financial Services (Bookkeeping) (FNS40207)	22 weeks x 24 hours per week
Cert III in Financial Services (Accounts Clerical) (FNS30304)	18 weeks x 24 hours per week

UNIVERSITY PATHWAYS

We have agreements with universities throughout Australia which provide Diploma Graduates with automatic entry (with credit) into a Bachelor Degree Program.

ATTENDANCE

Business courses are conducted on campus, four days per week from Monday to Thursday from 9am – 3pm with a Supervised Study Period from 3.00pm to 4.00pm. The timetable generally aligns to the normal government schools term dates.

ASSESSMENT METHODS

Assessments are conducted through a variety of means including practical written exercises, tests, projects, assignments, role plays, simulations, demonstrations, presentations and on-the job assessment.

See over page for list of course units

COURSE UNITS

Unit Code	Unit Name	Certificate III in Financial Services (Accounts Clerical) FNS30304	Certificate IV in Financial Services (Bookkeeping) FNS40207	Diploma of Accounting FNS50204
FNSICIND301B	Work in the financial services industry	X		
FNSICIND401B	Apply principles of professional practice to work in the financial services industry		X	X
FNSICGEN301B	Communicate in the workplace	X	X	X
FNSICGEN304B	Apply health and safety practices in the workplace	X	X	X
FNSICGEN302B	Use technology in the workplace	X	X	X
BSBITU202A	Create and use simple spreadsheets	X		
BSBITU402A	Develop and use complex spreadsheets		X	
FNSACCT407B	Set up and operate a computerised accounting system	X	X	X
FNSICACC301B	Administer accounts payable	X		
FNSICACC304B	Prepare and bank receipts	X		X
FNSICACC306B	Process journal entries	X		X
FNSICACC307B	Reconcile and monitor accounts receivable	X		
FNSICGEN305B	Maintain daily financial/business records	X		
BSBFIA301A	Maintain financial records	X		X
BSBFIA401A	Prepare financial reports	X		X
FNSBKPG401A	Develop and implement policies and practices relevant to bookkeeping activities		X	
FNSBKPG402A	Establish and maintain a Cash Accounting System		X	
FNSACCT406B	Maintain asset and inventory records		X	
FNSBKPG403A	Establish and maintain an Accrual Accounting System		X	
FNSACCT405B	Prepare financial statements		X	
FNSBKPG404A	Carry out Business Activity and Installment Activity Statement tasks		X	
FNSBKPG405B	Establish and maintain a payroll system		X	
BSBWOR501A	Manage personal work priorities and professional development			X
FNSACCT506B	Implement and maintain internal control procedures			X
FNSACCT604B	Monitor corporate governance activities			X
FNSACCT502B	Prepare income tax returns			X
FNSACCT503B	Manage budgets and forecasts			X
FNSACCT504B	Prepare financial reports for a reporting entity			X
FNSACCT505B	Establish and maintain accounting information systems			X
FNSACCT507B	Provide management accounting information			X

NATIONALLY RECOGNISED/ACCREDITED TRAINING

Bedford College is registered by the NSW Vocational Education and Training Accreditation Board (VETAB)

CONTACT US FOR MORE DETAILS ABOUT ENROLMENT AND AVAILABILITY OF COURSES



Bedford College
(Baptist Business College Ltd)
 ABN 99 000 049 187
 National Provider Code: 2955
 CRICOS Provider Number:
 01589B