



## COURSE CREDIT APPLICATION FORM VET – ACCOUNTING COURSES

### APPLICANT DETAILS:

Name: \_\_\_\_\_  
*Given Name(s)*

\_\_\_\_\_  
*FAMILY NAME*

Kent Student ID Number: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_  
(If known)

- Course:  Certificate IV in Accounting  
 Diploma of Accounting

Student comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff Member's Signature::	Date:     /     /
Position:	

**SUBMIT FORM via E-mail To: [admissions@kent.edu.au](mailto:admissions@kent.edu.au) or in person at Reception Desk –  
Level 11, 10 Barrack Street, Sydney.**

			Certificate IV in Accounting (FNS40615)	Diploma of Accounting (FNS50215)	Unit Duration (in weeks)	Approved (Yes or No)
C4AC01-A	Professional Ethics and Business law-A	FNSACC401 Process business tax requirements	•		4	
C4AC01-B	Professional Ethics and Business law-B	FNSACC403 Make decisions in a legal context	•		2	
		FNSINC401 Apply principles of professional practice to work in the financial services industry	•		2	
C4AC02-A	Financial and Corporate Accounting-A	FNSACC302 Administer subsidiary accounts and ledgers	•		2	
		FNSACC301 Process financial transactions and extract interim reports	•		2	
C4AC02-B	Financial and Corporate Accounting-B	BSBFIA401 Prepare financial reports	•		2	
		FNSACC404 Prepare financial statements for non-reporting entities	•		2	
C4AC02-C	Financial and Corporate Accounting-C	FNSACC402 Prepare operational budgets	•		2	
		FNSBKG404 Carry out business activity and instalment activity statement tasks	•		2	
C4AC03-A	Accounting information systems-A	BSBITU306 Design and produce business documents	•		2	
		BSBITU402 Develop and use complex spreadsheets	•		2	
C4AC03-B	Accounting information systems-B	FNSACC406 Set up and operate a computerized accounting system	•		2	
		FNSBKG405 Establish and maintain a payroll system	•		2	
DAC01-A	Accounting systems and processes-A	FNSACC505 Establish and maintain accounting information systems		•	4	
DAC01-B	Accounting systems and processes-B	FNSACC506 Implement and maintain internal control procedures		•	2	
		FNSACC502 Prepare tax documentation for individuals		•	2	
DAC02-A	Management Accounting-A	FNSACC504 Prepare financial reports for corporate entities		•	2	
		FNSORG505 Prepare financial reports to meet statutory requirements		•	2	
DAC02-B	Management Accounting-B	BSBWHS201 Contribute to health and safety of self and others		•	2	
		FNSACC507 Provide management accounting information		•	2	
DAC03-A	Financial Management-A	FNSACC503 Manage budgets and forecasts		•	4	
DAC03-B	Financial Management-B	FNSACC501 Provide financial and business performance information		•	2	
		FNSACC607 Evaluate business performance		•	2	
DAC03-C	Financial Management-C	FNSINC602 Interpret and use financial statistics and tools		•	4	

Staff comments: \_\_\_\_\_

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## Instructions for Students

It is recommended that students should also refer to Kent Institute Australia (Kent) Course Credit and Articulation Policy and Procedure ([Documents](#) > Public Policies and Forms > POLICY – Course Credit and Articulation Policy & Procedure.)

### **Definition of credit transfer/unit exemption:**

A course credit may be granted if there is a 'one to one' equivalence between the unit(s) successfully completed at the previous institution that match Kent's unit(s).

### **Policy:**

- 1) Students seeking course credit should preferably apply within 30 days of the commencement of their course of study.
- 2) The following documents **must be attached** for your application for course credit to be considered:
  - a) Certified copies of Academic Transcripts or examination results.
  - b) The appropriate sections from the Student Handbook or syllabus for the year in which the relevant unit(s) were passed describing in detail the unit(s) studied at the previous institution.
  - c) An official English translation of overseas qualification/academic records
- 3) Where Kent grants a student course credit which leads to the shortening of the student's course, Kent will:
  - a) If the course credit is granted **before** the student Visa is granted, indicate the actual net course duration in the CoE for that student for that course; OR
  - b) If the course credit is granted **after** the student Visa is granted, report changes of course duration via the Department of Home Affairs (DHA) Provider Registration and International Student Management System (PRISMS).
- 4) Students would normally receive course credit up to a maximum of 50% of the course of study.
- 5) There is no credit recognition fees to be paid.
- 6) If applying for exemption on the basis of work experience, a resume which outlines the experience and a letter from your employer(s) stating that you must have a minimum of **three (3) years** work experience.