



## 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 and Bookkeeping
  - Diploma of Accounting
  - Advanced 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 and Bookkeeping (FNS40217)	Diploma of Accounting (FNS50217)	Advanced Diploma of Accounting (FNS60217)	Unit Duration (in weeks)	Approved (Yes or No)
C4AC117	Financial Reporting	BSBFIA401 Prepare financial reports				4	
C4AC217	Cloud Computing	BSBSMB412 Introduce cloud computing into business operations				4	
C4AC317	Interim Reporting	FNSACC311 Process financial transactions and extract interim reports				4	
C4AC417	Ledgers Accounts	FNSACC312 Administer subsidiary accounts and ledgers				4	
C4AC517	Bookkeeping	FNSACC408 Work effectively in the accounting and bookkeeping industry				4	
C4AC617	Computerised Accounting	FNSACC416 Set up and operate a computerised accounting system				4	
C4AC717	Activity Statements	FNSTPB401 Complete business activity and instalment activity statements 1				4	
C4AC817	Payroll System	FNSTPB402 Establish and maintain payroll systems 1				4	
C4AC917	Complex Spreadsheets	BSBITU402 Develop and use complex spreadsheets				4	
C4AC1017	Business Tax	FNSACC411 Process business tax requirements				4	
C4AC1117	Operational Budgets	FNSACC412 Prepare operational budgets				4	
C4AC1217	Introduction To Legal System	FNSACC413 Make decisions in a legal context				4	
C4AC1317	Financial Statements	FNSACC414 Prepare financial statements for non-reporting entities				4	
DAC117	Business Performance	FNSACC511 Provide financial and business performance information		•		4	
DAC217A	Tax Documentation A	FNSACC512 Prepare tax documentation for individuals 1		•		4	
DAC217B	Tax Documentation B	FNSACC601 Prepare and administer tax documentation for legal entities *1		•		4	
DAC317	Budgets And Forecasts	FNSACC513 Manage budgets and forecasts		•		4	
DAC417	Corporate Reports	FNSACC514 Prepare financial reports for corporate entities * (Cert. IV)		•		4	
DAC517	Internal Control Procedures	FNSACC516 Implement and maintain internal control procedures		•		4	
DAC617	Management Accounting	FNSACC517 Provide management accounting information		•		4	
DAC717	Consumer And Contract Law	FNSTPB503 Apply legal principles in consumer and contract law		•		4	
DAC817	Corporation And Trust Law	FNSTPB504 Apply legal principles in corporations and trust law		•		4	
DAC917	Property Law	FNSTPB505 Apply legal principles in property law		•		4	
DAC1017	Financial Statistics	FNSINC602 Interpret and use financial statistics and tools		•		4	
ADAC117	Business Performance	FNSACC511 Provide financial and business performance information			•	4	
ADAC217A	Tax Documentation A	FNSACC512 Prepare tax documentation for individuals 1			•	4	
ADAC217B	Tax Documentation B	FNSACC601 Prepare and administer tax documentation for legal entities *1			•	4	
ADAC317	Budgets And Forecasts	FNSACC513 Manage budgets and forecasts			•	4	
ADAC417	Corporate Reports	FNSACC514 Prepare financial reports for corporate entities *			•	4	
ADAC517	Internal Control Procedures	FNSACC516 Implement and maintain internal control procedures			•	4	
ADAC617	Management Accounting	FNSACC517 Provide management accounting information			•	4	
ADAC717	Consumer And Contract Law	FNSTPB503 Apply legal principles in consumer and contract law			•	4	

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ADAC817	Corporation And Trust Law	FNSTPB504 Apply legal principles in corporations and trust law			•	4	
ADAC917	Property Law	FNSTPB505 Apply legal principles in property law			•	4	
ADAC1017	Financial Statistics	FNSINC602 Interpret and use financial statistics and tools			•	4	
ADAC1117	Corporate Governance	FNSACC624 Monitor corporate governance activities			•	4	
ADAC1217	Economic Principles	FNSINC601 Apply economic principles to work in the financial services industry			•	4	
ADAC1317	Tax Plans And Obligations	FNSACC603 Implement tax plans and evaluate tax obligations *1			•	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 Procedures ([Documents](#)> Public Policies and Forms > POLICY – Course Credit and Articulation Policy & Procedures.)

### **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.