



THE PACIFIC NZPTC

Australian TAFE



Diploma of Accounting

The courses enables students to acquire, develop and practice the knowledge and skills to undertake duties in a wide range of manual and computer-based accounting, functions in a small business and large companies. These courses are also available to cross credit to various universities for further upgrading. All our courses are regularly evaluated and upgraded at the current industry trends.

This course prepares the students to work in the following areas of finance industries:

- Assistant Accountant
- Internal Auditor
- Accounts Manager
- Senior Accounts Clerk
- Small Business Manager

Advanced Diploma of Accounting

This courses enables students to acquire, develop and practice the knowledge and skills to undertake duties in a wide range of manual and computer-based accounting, functions in a small business and large companies. These courses are also available to cross credit to various universities for further upgrading. All our courses are regularly evaluated and upgraded at the current industry trends.

This course prepares the students to work in the following areas of finance industries:

- Assistant Accountant
- Internal Auditor
- Senior Accountant
- Senior Accounts Clerk
- External Auditor
- Small Business Manager

Diploma of Financial Services (Banking)

This course provides training for bankers up to the level of Branch Manager, and or a person employed in a specialized bank functions with a large branch or head office. This Diploma in Banking & Finance is not only for the banking industry but also for personal level. Businesses such as those who are constantly accessing the financial viability of its customers in paying their customers are also helpful.

Diploma of Financial Services– Banking (60 Saturdays)

This course is basically targeted to working class students, as they will already possess work knowledge. This course provides training for bankers up to the level of branch manager, and or a person employed in a specialized bank functions with a large branch or head office. This Diploma in Banking & Finance is not only for the banking industry but also for personal level. Businesses such as those who are constantly accessing the financial viability of its customers in paying their customers are also helpful.

Our courses are franchised through Box Hill Institute of TAFE (Melbourne, Australia). Students get Australian TAFE Awards which carry international recognition. Apart from this students also get a minimum of 40 points for migration. We make every effort to put our students into employment. Our courses specialize students in skills that are in short supply in Fiji as well as overseas.

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THE PACIFIC NZPTC

Semester Details

- Semester 1 - February to June
- Semester 2 - July to October
- Semester 3 - November to February (Summer)

Courses are available on full-time and flexible part-time basis.

Entry Requirements

The minimum entry requirement is a pass in FSLC. There is also provision for mature students with acceptable qualifications or work experience to enter the course.

Application Procedures

Application forms are available at all NZPTC centres. Students can also download forms from the website (www.nzptc.ac.fj) or enroll online. Our staffs are always available for counseling and for further information on career paths and further education.

Fee

Full Time - \$2,250.00 per semester

Payment Options:

- Cash
- Installments
- FNPF
- Scholarship/sponsorship

Certificate III In Financial Services (Accounts/Clerical)

FNZ 77 (FNS30304) Stage 1

| Code | Module Name | Hrs |
|--------------------|---|------------|
| CIND301B | Work within the financial services industry | 20 |
| CGEN301B | Communicate in the workplace | 50 |
| CGEN302B | Use technology in the workplace | 50 |
| CGEN304B | Apply health and safety practices in the workplace | 20 |
| CACC304B | Prepare and bank receipts | 10 |
| CACC306B | Process journal entries | 10 |
| ADM308A | Process Payroll | 20 |
| CGEN305B | Maintain daily financial/business records | 20 |
| BSCMN308 | Maintain financial records | 50 |
| BADM408A | Prepare financial reports | 60 |
| CMN214A | Create and use simple spreadsheets | 20 |
| ACCT407B | Set up and operate a computerised accounting system | 60 |
| ACC307A | Reconcile And monitor accounts receivable | 40 |
| Total Hours | | 430 |

Certificate IV In Financial Services (Accounting)

FNZ 78 (FNS40604) Stage 2

| Code | Module Name | Hrs |
|--------------------|--|------------|
| ACCT405B | Prepare financial statements | 60 |
| ACCT403B | Prepare operational budgets | 40 |
| ACCT401B | Process business tax requirements | 60 |
| ACCT404B | Make decisions within a legal context | 70 |
| ACCT402B | Produce job costing information | 30 |
| ACCT406B | Maintain asset and inventory records | 40 |
| ADM306A | Create electronic presentations | 20 |
| CMN405A | Analyse and present research information | 20 |
| CIND401B | Apply principles of prof practice to work in the financial services industry | 30 |
| CORG517B | Prepare financial forecasts and projections | 60 |
| Total Hours | | 430 |

Diploma Of Accounting FNZ 79 (FNS50204) Stage 3

| | | |
|--------------------|--|------------|
| ACCT502B | Prepare income tax returns | 70 |
| ACCT504B | Prepare financial reports for a reporting entity | 70 |
| ACCT503B | Manage budgets and forecasts | 50 |
| ACCT507B | Provide management accounting information | 60 |
| ACCT506B | Implement and maintain internal control procedures | 40 |
| ACCT501B | Provide financial and business performance information | 50 |
| MKG405A | Implement & monitor marketing activities | 30 |
| ACCT610B | Develop & Implement financial strategies | 60 |
| Total Hours | | 430 |

Advanced Diploma Of Accounting FNZ 80 (FNS60204) Stage 4

| | | |
|--------------------|---|------------|
| ACCT604B | Monitor corporate governance activities | 70 |
| ACCT601B | Prepare complex tax returns & lodgements | 60 |
| ACCT603B | Implement tax plans & evaluate tax compliance | 70 |
| ACCT602B | Audit and report on financial systems & records | 40 |
| ACCT607B | Evaluate business performance | 50 |
| ADM404A | Develop and use complex spreadsheets | 20 |
| ACCT613A | Prepare and analyse management accounting information | 50 |
| ACCT614B | Prepare complex corporate financial reports | 70 |
| Total Hours | | 430 |

Diploma Of Financial Services (Banking) FNZ 75 (FNS51204) Stage 3

| | | |
|----------|---|----|
| CORG604B | Provide leadership & motivation in a workplace team | 30 |
| CORG505B | Manage staff performance to achieve Strategic targets | 50 |
| PRAC501B | Manage and maintain small/medium business operations | 60 |
| CRDT401B | Evaluate credit applications | 20 |
| CRDT402B | Settle application for debt Finance | 50 |
| SAM502B | Apply Advanced Selling Techniques to Selling of Financial products & Services | 30 |
| FLIT502B | Facilitate customer awareness of the Australian financial system & markets | 50 |
| COMP501B | Comply with Fin.I Services Legislation, Industry & prof. codes of practice | 50 |

Diploma of Business Accounting = 3 Semesters

Advanced Diploma of Business Accounting = 4 semesters

Diploma of Financial Services (Banking) = 3 semesters

Students pursuing Diploma of Business Accounting can attend 1 additional semester to get the Diploma of banking & Finance award.