Got the Skills?
Get the Recognition for course 11328 Accounts Administration (Certificate III)

You don't need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

FNSACC302A - Administer subsidiary accounts and ledgers
BSBOHS303B - Contribute to OHS hazard identification and risk assessment
FNSBG405A - Establish and maintain a payroll system
FNSACC303A - Perform financial transactions
BSBFIA401A - Prepare financial reports
FNSACC301A - Process financial transactions and extract interim reports
BSBITU304A - Produce spreadsheets
FNSACC406A - Set up and operate a computerised accounting system
BSBWOR204A - Use business technology
FNSINC301A - Work effectively in the financial services industry
BSBWRT301A - Write simple documents

Can't find the form you are looking for or need more help? Contact the Recognition Desk