



FNS30317 Certificate III in Accounts Administration

National ID: FNS30317 | State ID:BDQ0

When you complete the Certificate III in Accounts Administration, you will gain skills and knowledge in financial transactions, accounts and ledgers, workplace health and safety, financial reports and payroll. You will have experience in using computerized accounting software including MYOB and XERO.

Your qualification prepares you for roles such as:

Successful completion of this qualification provides you with the opportunity to become a payroll, cost and accounts clerk.

Further Study Option(s)

Certificate IV in Accounting and Bookkeeping

[Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Midland	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
One semester	Bentley	No	No selection criteria
One semester	Mandurah	No	No selection criteria
One semester	Murdoch	No	No selection criteria
One semester	Rockingham	No	No selection criteria
One semester	Thornlie	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bunbury	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria
Narrogin	One semester	No	No selection criteria

Please contact the college to receive an indicative price for this course.



VET Student Loans

VET Student Loans is the new program that replaces the current VET FEE HELP scheme.

Eligible students will be entitled to apply for a VET Student Loan. Comprehensive information on VET Student Loans can be found on the Australian Government website [education.gov.au/vet-student-loans](https://www.education.gov.au/vet-student-loans)

International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time.

For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au