Associate Degree of Accounting
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The Associate Degree of Accounting provides a practical, industry-focused qualification which includes an industry internship in the second year of study.

This program will allow you to develop both practical skills and comprehensive knowledge to equip you for work in the accounting profession.

You will develop knowledge and skills in accounting, tax, finance, statistics, marketing and law as they apply to the accounting profession as well as the broader Australian business environment.

This program aligns with industry requirements and meets the educational requirements of the Tax Practitioners Board with regard to registration as a BAS Agent.

This course is recognised by Chartered Accountants Australia and New Zealand, and CPA Australia.
Accounting professionals are trusted by consumers and businesses large and small to not only manage their tax affairs, but also provide a wide range of advice and financial management services.

As an accountant, your clients will expect a high standard of service and the most effective strategies and solutions for their needs. Clients will trust that you are appropriately qualified, ethical and have the technical and practical knowledge to confidently and effectively guide their decisions.

This degree aims to develop these attributes and prepare you for the practical demands of a professional accounting career.

Successful completion of this course will enable you to work in a range of accounting roles including:

- accountant in industry
- tax accountant
- small business accountant
- self-employed bookkeeper
- payroll supervisor (with experience)
- receivables/payables supervisor (with experience).

You can also use this course as a springboard into the final year of a three-year accounting degree with our partner universities:

- Australian Catholic University
- Charles Sturt University
- Macquarie University
- The University of New England.

“I’m really glad I chose to study at TAFE to kick-start my career.”

James Bruce
Accounting graduate
Sydney TAFE creates success

Offered by TAFE NSW Higher Education and Sydney TAFE, the Associate Degree of Accounting will give you the combination of practical and theoretical knowledge you need to develop a rewarding career.

The analysis and research methods you will learn will put you in an excellent position, whether you want to continue immediately on your career path or pursue higher level study.

You will even apply your skills and knowledge in a real workplace as part of your coursework.

Why study at Sydney TAFE?

The Associate Degree of Accounting is offered at two of Sydney TAFE’s seven locations – Ultimo College and St George College.

The largest TAFE College in NSW; Ultimo is located in one of Sydney’s strongest education, cultural and entertainment precincts. Central Station, UTS, the ABC, Sydney University, Chinatown and the Sydney CBD are all close by.

Located south of the CBD in Kogarah, just a short stroll from the station and nearby Rockdale Plaza, St George College is a large, friendly and welcoming campus with industry-standard facilities designed to make your learning experience stimulating, enjoyable and rewarding.

Your learning environment

The Associate Degree of Accounting program balances the teaching and learning of practical skills with the development of standards of professional ethics and conduct and a comprehensive knowledge base.

You will develop professional communication skills, critical thinking and analysis, professional performance, and reflective practice. You’ll undertake an industry internship in the second year of the course, enabling you to apply your learning in a real workplace situation.

The program is taught through lectures, tutorials, workshops and an internship opportunity, all supported by a range of online learning materials.

You’ll attend field visits to observe professional settings, participate in industry professional development workshops and learn through role plays, peer-to-peer coaching and observation.

This course meets the educational requirements of the Tax Practitioners Board for registration as a BAS Agent and is recognised by Chartered Accountants Australia and New Zealand, and CPA Australia.
Your study will take place in general purpose lecture rooms and classrooms, with a wide range of additional facilities available as part of your learning environment, including:

- wireless classrooms
- industry-standard technology, business tools and software packages
- simulated offices
- higher education learning centre
- higher education student lounge (at St George only)
- conference room.

Your study experience will also benefit from the extensive college facilities that include:

- excellent library facilities with dedicated study centre
- cafés and/or cafeterias
- on-site parking (at St George only)
- bookshop
- and a range of student services including academic transition skills, personal and career counselling, study support, literacy and numeracy support, multicultural services and childcare.

Professional practice and internships

Our challenge is to equip students to be successful financial services professionals, by providing a practical, real world environment to learn in.

During Year 2, you will be required to undertake a compulsory internship. An internship offers an invaluable insight into the world of work, preparing you for your future career.

It also provides the opportunity to put the knowledge and skills gained during study into practice.

“My host employer in the internship subject was so impressed with my skills they offered me a job!”

Rachel Stone
ADA student
Course structure

Delivered as a full-time program over two years, the Associate Degree of Accounting requires the completion of 16 subjects. It includes 20 hours of face-to-face teaching each week. You will also be expected to complete a further 20 hours of independent study each week.

Year 1: Foundation accounting skills

**Semester 1**
- Accounting foundations I
- Marketing fundamentals
- Management fundamentals
- Academic foundations

**Semester 2**
- Business taxation and compliance
- Accounting foundations II
- Business statistics
- Principles of economics and economic theory in practice

Year 2: Accounting capability development

**Semester 1**
- Cost accounting
- Accounting information systems
- Professional ethics - accounting
- Commercial law I

**Semester 2**
- Financial accounting
- Accounting internship
- Business finance
- Commercial law II

Eligibility and entry requirements

To apply for this course, you must have completed one of the following:
- NSW Higher School Certificate (HSC) or equivalent
- a recognised Tertiary Preparation Certificate (TPC)
- a qualification at Certificate IV level or above
- at least one year’s full-time study or equivalent in a degree course at a higher education institution.

To be considered for a place in this course each applicant must complete the following entry requirements:
- submit a 500 word written essay
- attend an interview (if you’re an international student and can’t attend an interview in person a phone interview can be arranged)
- complete a short numeracy test.

Students whose first language is not English must also demonstrate English proficiency at a minimum IELTS level of 6.5, with a minimum level of 6 in any one band.
Your course, your campus, your services

Learner and study support
From study assistance to planning your timetable, we will work with you to ensure you get the most out of your training programs.

Career and personal counselling
Whether it is career guidance or help with personal matters – including health, finances and relationships – Sydney TAFE counsellors offer a free confidential service that is easy to access.

Indigenous student support
Talk with an Aboriginal Coordinator or Aboriginal Support Officers about study assistance, support with enrolment and any other issues.

Disabilities support
Students with disabilities have equal access to training. We will make sure you have the most appropriate classroom support, that modifications are made when appropriate, and we also offer a range of services such as tutorial support, sign language interpreters, note-takers and disability assistants.

Multicultural services
Multicultural Education Coordinators can help you with a range of support services, from advice and support to interpreting.

“All my classes were small and intimate.”
Jenni Dawson graduate
Drop in
Sydney TAFE Information Centre
827-839 George Street, Sydney, NSW
Just a short walk from Central Station
(opposite Railway Square)

Contact us
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sydney.degree@tafensw.edu.au

Visit us online
sydneytafe.edu.au/degrees