

# Schedule A Vocational Education Training (VET) Award Courses

This Schedule is made pursuant to the [Vocational Education and Training policy](#) and was approved by Academic Board on 27 July 2020.

## Certificates

Certificate IV in Customer Engagement

Certificate IV in New Small Business

Certificate III in Personal Injury Management

Certificate IV in Personal Injury Management

## Diplomas

Diploma of Leadership and Management

Diploma of Personal Injury and Disability Insurance Management

## Postgraduate

Graduate Certificate in Management (Learning)

Graduate Certificate in Management

Graduate Diploma of Strategic Management

## Units of Competency - ASIC requirements

BSBFIA401- Prepare financial reports

FNSACC311- Process financial transactions and extract interim reports

FNSACC312- Administer subsidiary accounts and ledgers

FNSACC408- Work effectively in the accounting and bookkeeping industry

FNSACC416- Set up and operate a computerised accounting system

FNSASIC301 Establish client relationship and analyse needs

FNSASIC302 Develop, present and negotiate client solutions

FNSTPB401- Complete business activity and instalment activity statements

FNSTPB402- Establish and maintain payroll system