

CERTIFICATE IV IN ACCOUNTING

This qualification is nationally accredited on the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC). It is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. The course addresses accounting processes and standards for administrative support roles within an organizational setting.

CAREER OPPORTUNITIES

This qualification provides a pathway for employment in an accounting role within the public and private sectors. It is suitable for practitioners who seek a formal qualification and, individuals who intend to join the finance sector. Possible job titles relevant to this qualification include, but are not limited to:

- Finance Officer
- Accounts Assistant
- Accounts Clerk
- Purchasing Officer
- Payroll Officer
- Administration Officer

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	1 and a half years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- i. Pass in Senate recognised Form 6/Year 12 or equivalent with English and Accounting; or
- ii. Two years or more relevant work experience with pass in Senate recognised Form 6/year 12 or equivalent with English; or
- iii. Completed a certificate level III or equivalent registered on a national qualifications framework or where this does not exist recognised by the USP Senate and from a recognised provider; or
- iv. Met the mature student admission criteria.

COURSE INFORMATION

This programme has a total of Six (6) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEA41	Financial Reports for Non-Reporting Entities	1 & 2	Blended	All Campuses	\$455
CEA42	Business Documents	1	Blended	All Campuses	\$455
CEA43	Computerized Accounting Systems	1 & 2	Blended	All Campuses	\$455
CEA44	Cost Management Techniques	1	Blended	All Campuses	\$455
CEA45	Accounting for Inventory and Payment	2	Blended	All Campuses	\$455

CEBA44	Customer Service	2	Blended	All Campuses	\$455
--------	------------------	---	---------	--------------	-------

ASSESSMENT

Assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

Phone: 3231223/3231224/3231870

Email: pacifictafe@usp.ac.fj

Website: www.usp.ac.fj/pacifictafe