



## LEARNER JOURNEY

Admin

Trainee Bookkeeper

Receptionist

Bookkeeper

Supervisor Accountant

Senior Accountant

Small Business Owner

Corporate Employee

Back-Office Staff

Medium - Large Business Owner

### FOUNDATION SKILLS

**CERTIFICATE III  
ACCOUNTS  
ADMINISTRATION** (FNS30317)

**CERTIFICATE II BUSINESS**  
(BSB20115)

**CERTIFICATE IV  
ACCOUNTING AND  
BOOKKEEPING** (FNS40217)

**CERTIFICATE III BUSINESS  
ADMINISTRATION** (BSB30415)

**CERTIFICATE IV SMALL  
BUSINESS  
MANAGEMENT** (BSB42518)

**CERTIFICATE IV WORK  
HEALTH AND SAFETY**  
(BSB41415)

**DIPLOMA OF ACCOUNTING\***  
(FNS50217)

**DIPLOMA OF BUSINESS\***  
(BSB50215)

**ADVANCED DIPLOMA OF  
BUSINESS\*** (BSB60215)

**DIPLOMA OF PAYROLL SERVICES\*** (FNS50417)

**DIPLOMA OF PROJECT MANAGEMENT** (BSB51415)

**DIPLOMA OF WORK HEALTH AND SAFETY** (BSB51315)

\*These qualifications are not currently available with Foundation Training Australia. We are taking expressions of interest only.

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