

Recommended for leaders of non-profit organisations with limited financial management experience.

# Financial Literacy

## Online training program

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### Duration

8-10 hours to be completed over a fixed three week period.

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### Delivery

Totally online via the TAFE Virtual Campus. Collaborative communication techniques are used including discussion boards, email and voice boards.

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### Format

Self-paced modules, condensed into two online sessions of approximately 2-3 hours duration each. Plus three online virtual classroom tutorials, 1 hour per week.

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### Module overview

- Financial statements
- Accrual accounting
- Chart of accounts
- Income and expenditure
- Budgets
- Balance sheets
- Audit
- Risk management
- Additional reports

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### Cost

Introductory price of \$250, inclusive of all course material and software.

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### Course dates and more information

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Often one of the biggest challenges facing non-profit leaders is how they can prudently manage the financial operations of their organisation. Designed by financial and adult education experts to be interactive, engaging and relevant, this course is a 'must' for any non-profit leader who wants to improve their financial knowledge.

### Course outcomes

- Practical knowledge and skills across a wide range of financial management areas that you can immediately apply in your organisation.
- Examples of how other organisations implement and manage their financial reporting, supported by access to useful templates.
- A strong understanding of the basics required to assess and consolidate your organisation's present financial position.
- Increased confidence that you can take a substantial leadership position in the financial health of your organisation.
- The opportunity to network and exchange strategies with not only tutors that are professional finance managers, but also fellow course participants.

### What makes this course different

- A flexible learning environment that respects the difficulties experienced by non-profit sector leaders in committing to traditional training formats.
- Self-paced modules allow participants to repeat the materials as often as is required for concepts to be fully understood.
- Real-time tutorials create a classroom environment that allows for engaging tutoring and discourse between the tutor and the group.
- Access to professional staff to support participants with any technology or course related needs.
- Immediate self-assessment available.

