

FNS40222 Certificate IV in Accounting and Bookkeeping

(CRICOS Code: 109987B)

(International Students)



Course Description

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Duration

46 Weeks (34 weeks of tuition and a maximum of 12 weeks holiday breaks)

Pathways

Pathways into the qualification

FNS30322 Certificate III in Accounts Administration

OR

with relevant vocational experience but without a qualification.

Pathways from the qualification

FNS50222 Diploma of Accounting

Employment Opportunities

Possible job roles relevant to this qualification include:

- BAS (Business Activity Statements) agent
- Contract bookkeeper

Mode of Study

The mode of study includes:

- Online training and face-to-face classroom-based training (Blended delivery)

Assessment Methods

Assessment methods include written work, project, case study and observation.

Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

Entry Requirements

- Minimum 18 years of age
- Successful completion of Year 12 or equivalent
- At least IELTS 6.0 or equivalent
- Basic computer skills are required, however, adequate student support is available when needed.
- Access to a computer, tablet or mobile phone, and the Internet.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant accounting industry may also be considered for entry into the course.

Course Contents/ Units of Competency

CORE UNITS

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems

ELECTIVE UNITS

BSBTEC301	Design and produce business documents
FNSACC411	Process business tax requirements
FNSACC413	Make decisions in a legal context

Elective units have been selected by the college in consultation with industry experts.



Training Product Status	Current
Training Product Release Date	23 September 2023

Campus Location

Level 9, 310 King Street, Melbourne Victoria 3000

How to Apply

Complete an Application Form and submit it to the College. Form available on <https://www.einsteincollege.vic.edu.au/student-app-form>

Important Information

Intake Dates: Weekly enrolment

Fees & Charges: Please check on <https://www.einsteincollege.vic.edu.au/pdfs/International-Students-Tuition-Fee-Schedule.pdf>

Policies & Procedures (Including Refunds): <https://www.einsteincollege.vic.edu.au/policies>

For further information such as student support services and other information regarding the College, please visit: <https://www.einsteincollege.vic.edu.au/>

Contact Us

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