

## **FNS40217 Certificate IV in Accounting and Bookkeeping** **(CRICOS Code: 099700J)** **(International Students)**



### **Course Description**

This qualification reflects the job roles of workers in the accounting industry, including 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, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

### Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply, including a designated period of experience.

rience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

## Duration

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

## Pathways

*Pathways into the qualification*

FNS30317 Certificate III in Accounts Administration

OR

with relevant vocational experience but without a qualification.

*Pathways from the qualification*

FNS50217 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:

- Classroom based training
- Self-study during the duration of the course

## Assessment Methods

Assessment methods include written tests, projects, and observations.

## 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

- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 5.5 or equivalent

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

BSBFIA401	Prepare financial reports
BSBITU422	Use digital technologies to collaborate in the workplace
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
FNSTPB401	Complete business activity and instalment activity statements <sup>1</sup>
FNSTPB402	Establish and maintain payroll systems <sup>1</sup>

### ELECTIVE UNITS

BSBITU402	Develop and use complex spreadsheets
BSBWOR501	Manage personal work priorities and professional development
FNSACC411	Process business tax requirements
FNSACC412	Prepare operational budgets
FNSACM401	Evaluate and authorise payment requests

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

<sup>1</sup> Unit required for the FNSSS00004 BAS Agent Registration Skill Set.



Training Product Status	Current
Training Product Release Date	13 February 2018

## Campus Location

Level 1, 55 Swanston 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-2019.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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