



FNS40215 Certificate IV in Bookkeeping

Mode of Delivery		Classroom/Distance/Online/Blended	
Qualification Duration		40 Weeks	
Qualification Level		Certificate IV	
Nationally Recognized		Yes	
Location		409 Logan Rd, Greenslopes, Brisbane, QLD or any other Accredited Training Centre of Australia's approved location.	
Fees	Government Funded*	Tuition Fees	With Concession: \$500 Without Concession: \$980
	Fee for Service	Tuition Fees	\$ 3000 (\$2700.00 concession)
	Materials/Resources/Student Services & Amenities	No Cost*	
	Administration Fees	No Cost	

*Funding is available for Eligible individuals. This training is delivered with Queensland Government Funding through the Higher Level Skills' initiative.

For more information about vocational training in Queensland, and to check your eligibility for funding please visit the following website:

<http://www.training.qld.gov.au/>

http://www.skillsgateway.training.qld.gov.au/Eligibility#citizen_permanent

<https://training.qld.gov.au/site/training/Documents/incentives/hls-factsheet-student.pdf>

*There are no costs associated for classroom based delivery; however, candidates enrolling for Online delivery will be charged fees per unit. The fees range from \$10 to \$20 per unit.

Qualification Overview

This qualification is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper for organisations and who perform duties such as establishing and maintaining accounting systems, assisting with Business Activity Statements and other office taxes, payroll, developing management systems for organisations.



Qualification Structure

The FNS40215 Certificate IV in Bookkeeping qualification is made up of 13 units of competence, 6 **core unit** plus 7 **elective** units as outlined below:

Core units (6):

- BSBITU306 Design and produce business documents
- FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- FNSBKG405 Establish and maintain a payroll system
- FNSFIA401 Prepare financial reports
- FNSINC401 Apply principles of professional practice to work in the financial services industry

Elective units (choose 2 units from Group A or Group B):

GROUP A

- FNSBKG402 Establish and maintain a cash accounting system
- FNSBKG403 Establish and maintain an accrual accounting system (pre-requisite unit is FNSBKG402)

GROUP B

- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers

Remaining elective units (choose 5 units - up to 2 units from Group A or Group B, up to 5 units from Group C):

GROUP C

- BSCUS301 Deliver and monitor a service to customers
- BSBITU402 Develop and use complex spreadsheets
- BSBSMB405 Monitor and manage small business operations
- BSBWHS201 Contribute to health and safety of self and others
- BSBWOR501 Manage personal work priorities and professional development
- BSBWRT301 Write simple documents
- FNSACC303 Perform financial calculations
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC405 Maintain inventory records
- FNSACC406 Set up and operate a computerised accounting system

Note:

- *the Elective Units can be changed depending on clients needs and in accordance with training package rules.*



Assessment Methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstrations & Observations
- Case Studies
- Written Tests
- Role Plays
- Group Assignments
- Individual Projects/Portfolios

Entry Requirements

1. Applicants 18 years and above who have satisfactorily completed year 10 or equivalent or,
2. Applicants 18 years and above with no formal qualifications who can be assessed for skills that would qualify to undertake this training.
3. Must complete literacy and numeracy test and the pre-training review. As a result of the pre-training review, any learners with identified barriers will be referred to the appropriate support services/office or referred externally where required. If a learner is unable to, meet the inherent requirements of the qualification, even with reasonable adjustment, Accredited Training Centre of Australia will offer counselling regarding alternative training and/or career path options.

Licensing and Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Completion of the Qualification

Upon successful completion of this qualification, you will receive a nationally recognised qualification FNS40215 Certificate IV in Bookkeeping issued by Accredited Training Centre of Australia Pty Ltd trading as Trison Business College.

Accredited Training Centre of Australia is a Registered Training Organisation (Provider Number: 4236) registered with the Australian Skills and Qualifications Authority (ASQA).

Qualification Availability

Accredited Training Centre of Australia has regular monthly intakes for each of its qualifications. Please contact the college for confirmation of the commencement date for the next available intake.

Future Study Pathways

After successful completion of your Certificate IV, you will have many other study options available to you. These may include Diploma in Accounting, Business or Management.



Recognition of Prior Learning (RPL)

Candidates may be able to shorten the length of their chosen qualification by supplying evidence of their previous training, employment experience or other life skills that directly relate to the qualification competencies. The evidence must be valid, sufficient and authentic.

Contact Accredited Training Centre of Australia directly on (07) 3847 8471 to discuss your previous experience and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen qualification by taking into account previous studies. Accredited Training Centre of Australia accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.

Special Requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the qualification.