

COURSE CODE

FNS40217

COURSE

## Certificate IV in Accounting and Bookkeeping

ENROL TODAY

TAFENSW.EDU.AU or 131 601

### WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate IV in Accounting and Bookkeeping

National Course Code: FNS40217 | TAFE NSW Code: FNS40217-01V02-20BKS-315

Qualification Level	Certificate IV
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	31
Duration	18 Weeks
Delivery Locations	Bankstown
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,980.00            Second Qualification: \$2,310.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$7,230.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government</p>

## Course Description

Count on a great career in the fast-growing finance industry with the nationally accredited Certificate IV in Accounting and Bookkeeping. You will learn how to prepare financial reports and statements, maintain payroll systems and be job ready for any sized organisation across multiple sectors.

### LEARN NEW SKILLS

Through your course work, you will learn how to:

- Apply accounting fundamentals
- Create financial reports
- Process financial transactions
- Use computerised accounting and payroll systems
- Create and lodge Business Activity Statements (BAS)
- Use essential industry tools and programs

### DEVELOP YOUR TALENT

Develop the skills you need to get ahead in this field:

- Attention to detail
- High numeracy literacy
- Customer service focused

### ACHIEVE YOUR GOALS

Success in this course will equip you with:

- A nationally recognised qualification
- A strong foundation to start or further your finance career

This course qualifies you to work as a:

- Payroll Officer
- Bookkeeper
- Accounts Officer

### **GROW YOUR CAREER**

Deepen your knowledge and practice with the Accounting vertical pathway:

- Diploma of Accounting

Consider continuing your education with a degree after the Diploma:

- Bachelor of Commerce
- Bachelor of Accounting
- Bachelor of Business
- Bachelor of Management

### **INDUSTRY DEMAND**

Employment in the financial and insurance services industry is expected to grow by 13.7%, faster than other Australian industries.

The NSW Government identified the Certificate IV in Accounting and Bookkeeping as key to addressing skill shortages in bookkeeping. As it is a Targeted Priority, you may be eligible for a subsidised fee.

Qualifications from a trusted training provider like TAFE NSW are key to skilling the Financial Services workforce of tomorrow.

## **Entry Requirements**

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

### **TRAINING PACKAGE REQUIREMENTS**

There are no Training Package entry requirements for this qualification.

### **TAFE NSW REQUIREMENTS**

There are no TAFE NSW entry requirements for this qualification.

### **LICENSING REQUIREMENTS**

This course equips you with the skills and knowledge to create and lodge Business Activity Statements (BAS) for customers. However, to offer this service to clients for a fee, or other reward, you will need to register with the Tax Practitioners Board (TPB) at the completion of this course.

It is important to check-in with TPB to learn and understand all registration requirements as they are reviewed and amended regularly. They also include a designated period of experience.

### **WORK PLACEMENT**

There is no work placement requirement for this qualification.

### **BE PREPARED**

To be prepared for this course, it is recommended that you are:

- Comfortable with numbers and calculations
- Interested in learning theory and practicing skills
- Able to study independently

If you believe you need support in preparation for study, contact us to learn about your options.

To successfully complete this course, you will need:

- attend all lessons which is five days a week for 18 weeks (If this is difficult for you then please speak to us about a part time program over 12 months).
- You must be able to commit to additional work outside class time.
- You will need access to a computer at home and internet and be able to communicate efficiently with staff and students.

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

### INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information/InfoFest session held on the following days: Date: Tuesday, 10th December 2019 Time: 11:00am - 12:00pm or 6:00pm - 7:00pm Location: TAFE NSW Bankstown, Building J, Level 3, Room J336

OR

Date: Tuesday, 21st January 2020 Time: 11:00am - 12:00pm or 6:00pm - 7:00pm Location: TAFE NSW Bankstown, Building J, Level 3, Room J336

### STUDY COMMITMENT

This is a full-time, face to face course. You will need to attend approximately 21 hours of class, over 5 days a week, for 18 weeks (one semester). As well as the in-class component, you will need to complete approximately 10 hours of other study per week.

You may also be required to complete approximately 4 hour of additional study each week outside of class hours, including private study, assignment research and practice of activities.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- wish to gain work as a Bookkeeper
- work in an office; an accounts receivable officer, assistant accountant or office manager
- you will gain skills in a day to day accounts processing including payroll, MYOB, BAS, preparing reports, cloud computing and much more

### SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- LLN specialist support (by arrangement) following RU Ready assessment, either in class supporting classroom teacher activity or scheduled group LLN sessions, or privately. LLN specialists may also provide assistance in advising on the suitability of resources, assessment tools and feedback.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

# Attendance

This course is currently scheduled on Monday to Friday from 9:30am to 2:30pm. This timetable may change and will be confirmed by your teacher.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to the first date of the course, this initial payment is non-refundable. If you have any further questions, please contact us on 13 79 74.

### ADDITIONAL RESOURCES

There may be additional costs for text books. More information will be provided by teaching section closer to commencement of course.

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## How to Enrol

Semester two starts July 2020. Enquire now to be notified when enrolments open.

To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours\* to chat with a member of our friendly customer service team.

\*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information.

If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

## Units

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
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
FNSTPB402	Establish and maintain payroll systems
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
FNSACC313	Perform financial calculations
FNSACC412	Prepare operational budgets

## Career Opportunities

Accounts clerk