

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: FNS40217-01V02-20HIL-105

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|---------------------|---|
| Qualification Level | Certificate IV |
| Study Type | Part Time Day |
| Course Start Date | Enquire Now |
| Hours Per Week | 10.5 |
| Duration | 36 Weeks |
| Delivery Locations | The Hills, Baulkham Hills |
| Course Fees | <p>Subsidised Prices First Qualification: \$1,980.00 Second Qualification: \$2,310.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$7,230.00</p> |
| Course Features | Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government |

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:

- access to a computer and access to the internet for study at home. Students are encouraged to bring their own device (laptop).

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 There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a part time day course. You will need to attend approximately 10.5 hours of class, over 5 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 5.1 hours of other study per week.

You may also be required to complete approximately 2.2 hours of additional study each week outside of class hours, including research.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- would like to explore the financial services industry or the possibility of progressing onto a Diploma of Accounting. Graduates of this course may pursue employment in the accounting industry as BAS Agents or contract bookkeepers; or as employees performing bookkeeping tasks for organisations in a range of industries.

SERVICES AND STUDY SUPPORT

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

- Should this course at Hills not attract sufficient learners you may be offered a place at Blacktown and required to attend Blacktown TAFE for the classes.

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 for Sem1 (3 February - 18 June 2020) Mondays from 9 am -1.30 pm, Thursdays from 9 am-12 pm & Fridays from 9 am-1 pm. Sem 2 (21 July - 3 December 2020) Tuesday from 9 am -4 pm & Wednesday from 9 am - 1 pm.

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?](#)

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study: This course will run subject to sufficient numbers. If there are not enough enrolments class will be combined with and delivered at Blacktown.

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](#)

Incidental Cost

- Student Association - \$20.00

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

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|-----------|---|
| FNSACC416 | Set up and operate a computerised accounting system |
| FNSTPB402 | Establish and maintain payroll systems |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry |
| FNSACC311 | Process financial transactions and extract interim reports |
| FNSACC312 | Administer subsidiary accounts and ledgers |
| BSBSMB412 | Introduce cloud computing into business operations |

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| BSBFIA401 | Prepare financial reports |
| FNSTPB401 | Complete business activity and instalment activity statements |
| BSBITU314 | Design and produce spreadsheets |
| FNSACC313 | Perform financial calculations |
| BSBITU306 | Design and produce business documents |
| FNSACC412 | Prepare operational budgets |
| FNSACC405 | Maintain inventory records |

Career Opportunities

Accounts clerk