

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: FNS40217-01V02-20LVP-320

Qualification Level	Certificate IV
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	31
Duration	18 Weeks
Delivery Locations	Liverpool
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,980.00            If you are 35 years old or over and are looking for work you may be eligible for the mature age workers <b>Fee-Free</b> scholarship which will be verified at enrolment.            Subsequent 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	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

TAFE NSW offers the Certificate IV in Accounting and Bookkeeping as either a traineeship or non-traineeship, so you can create the career you want.

### Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

## Traineeship

To be eligible for this course you must:

- Be in relevant employment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

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

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

If you need help preparing for study, contact us about your options.

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.

# Information Sessions and more about the course

## INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend a Virtual Information session.

Dates:

- Thursday, 25th of June 2020
- Wednesday, 1st of July 2020
- Tuesday, 7th of July 2020
- Monday, 13th of July 2020

Times: 10:00am to 12:00pm, OR 6:00pm to 7:00pm, via [Microsoft Teams Virtual Information Session](#)

## STUDY COMMITMENT

This is a full-time, face to face delivery course. You will need to attend approximately 21 hours of class, over 5 days a week, for 18 weeks. 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 hours of additional study each week outside of class hours, which may include private study, assignment preparation, work experience and research.

IS THIS COURSE RIGHT FOR YOU?

This course focuses on developing real skills in applying accounting principles and use specialised knowledge relevant in the application of spreadsheets and accounting software (e.g. MYOB- Account Right.2018.3)

This course offering is designed for people who:

- are career starters, and/or new entrants into the Finance sector. This course is an entry level qualification into the Accounting/ Bookkeeping sector.

## SERVICES AND STUDY SUPPORT

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)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

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.

## 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

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

# 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

Information as of 22 Oct 2020