



# Certificate IV in Accounting and Bookkeeping

FNS40217

- Nationally Recognised Training
- Traineeship Allowed
- This training is subsidised by the NSW Government

**DURATION**  
18 Months

**ATTENDANCE**  
Part Time

**DELIVERY**  
Virtual classroom on campus

**START DATE**  
Enquire Now

**LOCATION**  
Queanbeyan  
Cnr Buttle & MacQuoid Streets, Queanbeyan

**STUDY COMMITMENT**  
10 Hours Per Week

How much time on average each week you will need to commit to successfully complete this course.

Hours include class attendance/participation, directed study, and any required work placements.

You may also need to do additional hours of self-directed study.

## Studying with TAFE NSW

With over 25,000 industry connections\*, teachers experienced in the latest industry trends plus state-of-the-art facilities, it's easy to see why TAFE NSW is Australia's largest training provider. Want even more reasons to study with us?

\*TAFE NSW current employer database as of May 2017



**85.9%**  
**EMPLOYER SATISFACTION**

NSW EMPLOYERS ARE VERY SATISFIED WITH THE QUALITY OF THE NATIONALLY RECOGNISED TRAINING WE DELIVER\*



**80%**  
**OF GROWTH AREAS COVERED**

WE OFFER TRAINING IN 80% OF THE OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OVER THE NEXT 5 YEARS^



**83%**  
**GRADUATE SATISFACTION**

TAFE NSW ENJOYS A RATING WELL ABOVE THE NATIONAL AVERAGE FOR THE OVERALL QUALITY OF TRAINING#



**93%**  
**WOULD RECOMMEND TAFE NSW**

AS A TRAINING PROVIDER - NATIONAL VET AVERAGE 90%\*\*

Source: ^ employment.gov.au, \* Graduate Satisfaction Survey - Undergraduate [Quality Indicators of Teaching and Learning (QILT) - Course Experience Questionnaire 2017-2018]. \* NCVET, Survey of Employers' Use and Views of the VET System, 2017. \*\* VET - NCVET Graduate Outcomes Survey 2018

## OVERVIEW

The nationally accredited Certificate IV in Accounting and Bookkeeping enables you to launch a career in the fast-growing finance industry. 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 a mix of theory and practical coursework, learn to:

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

### DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Attention to detail
- An enjoyment of working with numbers
- A service-oriented nature

### ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate IV level
- A strong foundation to start or further your finance career

### Career opportunities:

- Payroll Officer
- Bookkeeper
- Accounts Officer

### GROW YOUR CAREER

Take your career further with the:

- Diploma of Accounting
- Bachelor of Applied Commerce
- Bachelor of Accounting
- Bachelor of Business

## 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.

### ENTRY REQUIREMENTS

There are no entry requirements for this qualification. You can enrol now.

#### Traineeship

TAFE NSW also offers the Certificate IV in Accounting and Bookkeeping as a traineeship. To be eligible to enrol in the course as a trainee 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.

### 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) after 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.

### IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend that you have:

- Confidence working with numbers and calculations
- An interest in learning theory and practising skills
- The ability to study independently

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

### ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course you will need to participate in Microsoft Teams. Your device will require a microphone, web cam, and if attending class in a shared space a media headset.

It is essential that learners studying this course have access to a device with reliable internet and have the technology skills to access and navigate the internet and be able to use word processing software; be a self-directed learner in the context of a supportive online learning environment and have sound language, literacy and numeracy skills.

## **OTHER COURSE INFORMATION**

Discover the skills you need, for the job you want at a [TAFE NSW Information Session](#).

### **INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course.

### **STUDY COMMITMENT**

This is a part time evening, connected learning course. You will need to attend approximately 4 hours of class via Microsoft Teams, over 2 days a week, for 18 months. As well as the in-class component, you will need to complete approximately 6 hours of other study per week.

You may also be required to complete approximately 1.5 hours of additional study each week outside of class hours, including private study, assignment preparation and practice in using applications such as MS Excel and accounting software.

Connected learning is when students learn with a teacher and other students via web conferencing technology as part of a virtual classroom.

### **IS THIS COURSE RIGHT FOR YOU?**

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

### **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**

The way you learn may change during your enrolment to ensure the best learning experience or to keep you safe as COVID-19 restrictions change, and some of our face to face classes may change to online or virtual classroom learning. Also, to ensure that we keep you safe while studying, we may modify our face to face classes to meet physical distancing requirements and increased cleaning on campus. If work placement and the demonstration of practical skills are requirements of your course, there may be a modification or delay in the planned timeframe due to COVID-19

impacts. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday and Wednesday from 6.00pm to 8.00pm delivered via Microsoft Teams. Participants will be required to attend from home using their own device.

## FEE DETAILS

### SUBSIDISED PRICES

FIRST QUALIFICATION \*  
\$1,980.00

SUBSEQUENT QUALIFICATION  
\$2,310.00

TRAINEESHIP \*\*  
\$1,000.00

CONCESSION  
\$240.00

### NON-SUBSIDISED PRICE

FULL FEE  
\$7,230.00

\*If you are 35 years old or over and are looking for work you may be eligible for the mature age workers **Fee-Free** scholarship which will be verified at enrolment.

\*\*You may be eligible for the NSW Smart & Skilled **Fee-Free** Traineeship which will be verified at enrolment.

### WHAT DO THESE PRICES MEAN?

#### First Qualification Fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Subsequent Qualification Fee

Applies to a student who already holds one or more post-school qualifications from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

#### Apprenticeship Fee

Eligible apprentices are exempt from fees when undertaking an apprenticeship under the NSW Government's Fee Free Apprenticeship. For apprentices who are not eligible, apprenticeship qualification fees are capped at \$2,000.

For more information visit the [Fee Free Apprenticeships](#) page.

#### Traineeship Fee

Applies to a student undertaking a traineeship qualification under a traineeship pathway, with fees are capped at \$1,000.

For more information visit the [Apprenticeships and Traineeships](#) page.

#### Concession Fees

Applies to eligible disadvantaged students who receive a specified Commonwealth Government welfare benefit or allowance. Concession fees are discounted, with flat fees applied across a qualification level.

For more information on concessions and exemptions, visit the [Smart and Skilled Fee Exemption and Concessions](#) page

on the *Smart and Skilled* website.

For more information on Smart and Skilled funding, visit the [Smart and Skilled](#) page.

## 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?](#)

## 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

UNIT CODE	UNIT DESCRIPTION
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC416	Set up and operate a computerised accounting system
BSBFIA401	Prepare financial reports
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBSMB412	Introduce cloud computing into business operations
BSBITU306	Design and produce business documents
FNSACC412	Prepare operational budgets
BSBCUS301	Deliver and monitor a service to customers
FNSACC313	Perform financial calculations
BSBITU314	Design and produce spreadsheets

## CAREER OPPORTUNITIES

Accounts clerk



## **NEXT STEPS**

Need more information? Call our customer support team on 131 601 or [submit an enquiry](#)