

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING



COURSE CODE:
FNS40217

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.

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COURSE CODE

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QUALIFICATION

Certificate IV in Accounting and Bookkeeping

CAREER AREA

Accounting and Finance

TRAINING PACKAGE ENTRY REQUIREMENTS:**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.



■ Traineeship Allowed
■ Blended, Full Time,
Part Time, Part Time
Day, Part Time
Evening, PTD
Connected, PTE
Connected

CAREER
OPPORTUNITIES

Accounts clerk

OVERVIEW

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.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER
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TAFE Digital	Online	Anytime	18 Months	\$2,310.00	18
Albury	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Albury	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Bega	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Bega	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Belmont	Full Time	Anytime	18 Weeks	\$2,310.00	31.2
Belmont	Part Time	Anytime	36 Weeks	\$2,310.00	15.6
Blacktown	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31.2
Blacktown	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	15.6
Blacktown	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.6
Cessnock	PTE Connected	08 Feb 2021	36 Weeks	\$2,310.00	14.1
Coffs Harbour	Full Time	08 Feb 2021	27 Weeks	\$2,310.00	19
Coffs Harbour	PT Evening	08 Feb 2021	36 Weeks	\$2,310.00	14.1
Cooma	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Cooma	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Cootamundra	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Cootamundra	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Corowa	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Corowa	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Deniliquin	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Deniliquin	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Finley	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Finley	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Goulburn	PTD	01 Feb 2021	36 Weeks	\$2,310.00	13.5

	Connected				
Goulburn	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Grafton	PT Evening	09 Feb 2021	36 Weeks	\$2,310.00	15.6
Great Lakes	Full Time	15 Feb 2021	18 Weeks	\$2,310.00	31.2
Griffith	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Griffith	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
GyMEA	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
GyMEA	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Hay	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Hay	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Kingscliff	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31.1
Leeton	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Leeton	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Lismore	Blended	Anytime	18 Months	\$2,310.00	10
Lismore	Part Time Day	08 Feb 2021	36 Weeks	\$2,310.00	15.6
Macksville	Full Time	Anytime	18 Weeks	\$2,310.00	28.5
Maitland	PTE Connected	08 Feb 2021	36 Weeks	\$2,310.00	14.1
Meadowbank	Blended	01 Feb 2021	48 Weeks	\$2,310.00	12
Meadowbank	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
Meadowbank	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Meadowbank	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Moruya	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Moruya	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Moss Vale	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Moss Vale	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7

Muswellbrook	PTE Connected	08 Feb 2021	36 Weeks	\$2,310.00	14.1
Narrandera	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Narrandera	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Nepean, Kingswood	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31.1
Nepean, Kingswood	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	15.6
Newcastle	Full Time	02 Feb 2021	18 Weeks	\$2,310.00	30.2
Newcastle	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	14.1
Newcastle	Part Time Day	02 Feb 2021	36 Weeks	\$2,310.00	15.1
Nowra	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Nowra	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Ourimbah	Full Time	02 Feb 2021	18 Weeks	\$2,310.00	30.2
Ourimbah	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	14.1
Ourimbah	Part Time Day	02 Feb 2021	36 Weeks	\$2,310.00	15.1
Queanbeyan	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Queanbeyan	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Shellharbour	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
Singleton	PTE Connected	01 Feb 2021	36 Weeks	\$2,310.00	14.1
St George	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
St George	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	15.5
St George	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Tamworth	Blended	Anytime	2 Years	\$2,310.00	7.8
Tamworth	PT Evening	01 Feb 2021	2 Years	\$2,310.00	7.8
Tamworth	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.6
Taree	Full Time	15 Feb 2021	18 Weeks	\$2,310.00	31.2
Temora	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Temora	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7

Tumut	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Tumut	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Ultimo	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
Ultimo	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Ultimo	PTE Connected	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Ultimo	Part Time Day	01 Feb 2021	36 Weeks	\$2,310.00	15.5
Wagga Wagga	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Wagga Wagga	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
West Wyalong	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
West Wyalong	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Western NSW multiple locations: Connected	Blended	Anytime	2 Years	\$2,310.00	7.5
Wollongong	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Wollongong	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Wollongong West	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	31
Wollongong West	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	17
Yass	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Yass	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7
Young	PTD Connected	01 Feb 2021	36 Weeks	\$2,310.00	13.5
Young	PTE Connected	08 Feb 2021	18 Months	\$2,310.00	7