

FACT SHEET Dual Qualification

FNS40215 Certificate IV in Bookkeeping PLUS FNS40615 Certificate IV in Accounting



The National Finance Institute

National Provider Number: 31203



Dual Qualification - Overview

You could achieve the FNS40215 Certificate IV in Bookkeeping as well as the FNS40615 Certificate IV in Accounting as a dual qualification. The dual qualification would contain 14 units and this would include the compulsory 2 units necessary to meet the education requirements of the Tax Practitioners Board for registration as a BAS agent (FNSBKG404 and FNSBKG405). Please see our individual Fact Sheets on each of the courses if you require more information on undertaking a single qualification. As an RTO (Ref 31203), our Certificate IV in Bookkeeping and Accounting qualifications are recognised nationally.



Persons wishing to provide a BAS service must be registered by the Tax Practitioner's Board. This dual qualification will meet the educational requirements for registration. Other conditions apply including a designated period of experience. The website www.tpb.gov.au should be checked for current BAS agent requirements. This dual qualification will reflect the role of a contract bookkeeper or employees performing bookkeeping duties as well as other industries requiring accounting support functions.

Career Progression

Trainees may seek to further their study from here towards a Diploma of Accounting or other related tertiary studies. NFI also offers the Diploma of Accounting.

Mode of Delivery and Support

This course is offered through online e-learning or distance learning (printed course material provided). Online learning means you access the course content through our dedicated e-learning website. Distance learning provides for the same online access but trainees can order the units printed and sent by mail. Assessments are all required to be completed online. Prices are on page 2 of this fact sheet. Support is by internal email with one of our experienced CPA qualified trainers. You would typically be allocated one trainer for the duration of your study which allows your trainer to get to know your style of study.

How are the Units in a Dual Qualification Structured?

14 units must be achieved in this Dual Qualification which include 11 Core Units and 3 Elective Units. The Core Units are pre-selected and listed below. Units below with * indicate they are a compulsory unit. Two elective units are pre-selected then you can choose your preferred one Elective Unit. We have chosen the Units below so that you can achieve a streamlined Dual Qualification:

- BSBFIA401 Prepare financial reports *
- BSBITU306 Design and produce business documents *
- FNSACC301 Process financial transactions and extract interim reports *
- FNSACC302 Administer subsidiary accounts and ledgers *
- FNSACC402 Prepare operational budgets *
- FNSACC404 Prepare financial statements for non-reporting entities *
- FNSACC406 Set up and operate a computerised accounting system *
- FNSBKG404 Carry out business activity and instalment activity statement tasks *
- FNSBKG405 Establish and maintain a payroll system *
- FNSINC401 Apply principles of professional practice to work in the financial services industry *
- FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities *

Elective Units (* units are pre-selected):

- FNSBKG402 Establish and maintain a cash accounting system *
- FNSBKG403 Establish and maintain an accrual accounting system *

Above two are pre-selected but you can then choose one from those listed below

- FNSACC303 Perform financial calculations
- FNSACC405 Maintain inventory records
- FNSACC401 Process business tax requirements
- BSBITU402 Develop and use complex spreadsheets

When you enrol we will also need the 2 page Dual Qualification "unit chooser" form also so that we know which units you wish to study or which units you may have already studied (so Credit Transfer may apply). If you wish to study more than the required 14 units, you can do so, just let us know which units on the "unit chooser" form (\$139 extra).

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***What are the entry requirements?***

You do not need any prior experience or prior qualifications to begin this course. However, for those who have no knowledge at all of debits/credits/invoicing/receipts you may wish to call us about undertaking some introductory units before commencing this course. Introductory units can be undertaken at \$139 per unit and will achieve a nationally recognised Statement of Competency. An example could include FNSACM302 Prepare, Match and Process Receipts. For those who may have already recently completed one or more units through a different institution, please indicate this on your Unit Chooser form and you will be granted Credit Transfer which means you do not need to study those units again.

When can I start the course and how long does it take to finish?

You can commence at any time. Simply complete the Enrolment Form process and submit your Unit Chooser form to get underway. Once we process your details, your course access login will be forwarded to you by email. If you have chosen distance learning you will also receive your printed manuals within 2 weeks of your enrolment. As an adult learner, the program should take up to 6 months full time study equating to approximately 20 to 24 hours per week. For the equivalent in part-time study we recommend completion at a rate of 1 unit every 4 to 6 weeks. You have 24 months to complete the full dual qualification study if required however as it is self-paced learning you can complete the units as quickly as you prefer. Extensions are available after this time, if required, for a cost of \$99 for every additional 3 months.

How much does a Dual Qualification cost?

Online e-learning mode for two qualifications - \$1,673 or \$139 per unit
Distance learning (hard copy provided plus online access) - \$2,153 or \$169 per unit + postage
These costs are inclusive of course access, support, assessment and Certificate delivery. There is no GST component. Postage is \$10 per unit if studying one unit at a time, or \$30 for all units mailed at the one time.
Here are two examples - Trainee A: trainee enrolled for one online unit and paid \$139, then decided she would like the printed version of the unit too so paid an addition \$30 for the unit plus \$10 for the postage. Total paid \$179.
Trainee B: enrolled in the full 14 units online + wanted the printed version of the units too, so paid \$2153 + \$30 postage which equals \$2183 for the full dual qualification.

Can I pay by instalments or buy one unit at a time?

Yes, email us requesting the pay-by-the-month form which, for a \$40 additional fee, allows you to pay off your full course fee over 2, 3 or 4 months on a credit card. 4 months is the maximum term. The form is available on our website under Forms or you can pay per individual online unit at \$139 per unit (nominate your starting unit on the enrolment form). If you buy one unit at a time, you will have a maximum completion period of 3 months in which to finish that unit.

Are any subsidies available to assist with payment?

The Australian Government provides a range of incentives to employers for employing a trainee. Australian Apprenticeships (the term given to apprenticeships and traineeships) are available in over 600 different occupations, some part-time and some full-time, (including some exclusively for mature age workers). It is recommended that employers make enquiries at www.aapathways.com.au to determine whether they would be eligible. Centrelink representatives may also be able to advise on payment options on a case-by-case basis.

How will I be notified of my results?

You will receive your results via the online platform, once your trainer has marked your unit. If your trainer marks you as Competent, then you have passed your unit. If your trainer marks you as Not Yet Competent you will have the opportunity to try again, utilising the trainer's suggestions, until Competency standard is reached. Trainees log into the online platform to view their trainer's comments and marks. There is no additional cost if resubmissions are required.

Can I apply for RPL?

Yes, for those who have relevant experience or who have completed other training, our recognition of prior learning (RPL) process is available. An application form is available on the NFI website or you can request RPL information be emailed. The fee for RPL is \$995. If units with the same coding are already held through prior study, then these units can be given Credit Transfer towards these qualifications. Remaining units are then available for completion to attain the full qualification at \$139 per unit. Therefore, applications can include a combination of RPL, Credit Transfer and self paced study of selected units. Once you commence study of a particular unit however, you are not permitted to change your mind and convert to RPL (as our regular fees would then apply) so you must determine upon enrolment your preferred method of unit achievement using our "unit chooser" form.

What will I receive?

The dual qualification structure entitles the successful trainee to the nationally recognised, qualifying FNS40215 Certificate IV in Bookkeeping and the FNS40615 Certificate IV in Accounting. A transcript of competencies achieved will also be provided. The Certificate and transcript do not expire.

Can I speak to someone about the course?

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find forms on our website at www.financeinstitute.com.au