

FACT SHEET

Certificate IV in Bookkeeping

FNS40215



The National Finance Institute

National Provider Number: 31203



Course Overview

The Certificate IV in Bookkeeping qualification reflects job roles in financial services and other industries requiring bookkeeping support functions. This may include a bookkeeper acting as a contractor or as a Business Activity Statement (BAS) service provider and it is also suitable for those assisting in bookkeeping payroll functions under the direction of a tax agent / public accountant. This course also covers knowledge of the TASA, including the Code, to meet the GST/BAS course requirements.



Persons providing a BAS service must be registered by the Tax Practitioner's Board and this qualification is currently cited as meeting 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 but the units FNSBKG404 and FNSBKG405 are currently necessary.

Primary Pathway

The primary pathway from this qualification is employment in a bookkeeping job role with functions that include:

- establishing and maintaining manual and computerised accounting systems
- completing Business Activity Statements (BAS) and other office financial statements
- developing bookkeeping management systems for organisations
- general administration or accounts support roles.

Career Progression

Trainees may wish to go on to further study in the Diploma of Accounting as part of career progression. The FNS40215 replaces the FNS40211 but is an equivalent qualification.

Mode of Delivery and Support

This course is currently offered through online e-learning or distance learning (where printed course material is provided). Support is offered through the online portal with one of our experienced Accountancy trainers.

Units of Competency

13 units must be achieved which include 6 Core Units and 7 Elective Units. The Core Units covered are:

- 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
- BSBFIA401 Prepare financial reports
- BSBITU306 Design and produce business documents
- FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities

The Elective Units to choose from are below (units with a * have a pre-requisite):

- FNSBKG402 Establish and maintain a cash accounting system
- FNSBKG403 Establish and maintain an accrual accounting system *
- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers
- BSBCUS301 Deliver and monitor a service to customers
- BSBCUS403 Implement customer service standards
- BSBFRA301 Work within a franchise
- BSBFRA403 Manage relationship with franchisor
- BSBITU402 Develop and use complex spreadsheets
- BSBSMB405 Monitor and manage small business operations
- BSBWH5201 Contribute to health and safety of self and others
- BSBWOR501 Manage personal work priorities and professional development
- BSBWRT301 Write simple documents
- FNSACC303 Perform financial calculations
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC405 Maintain inventory records
- FNSACC406 Set up and operate a computerised accounting system

Must chose a minimum of 2 units from these first 4 units

Remaining 5 elective choices can be chosen from any of the electives listed

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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 Certificate IV 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.

Is the course nationally recognised?

Yes, the FNS40215 Certificate IV in Bookkeeping has been mapped against the Australian Quality Training Framework and is delivered by The National Finance Institute as an RTO.

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

You can commence at any time. We ask that you enrol through our website and complete the Unit Chooser form on our website to begin the process. Once we have 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 1 to 2 weeks of your enrolment. As an adult learner, the program should take up to 6 months full time equating to approximately 17 to 20 hours per week. For the equivalent in part-time study we recommend completion at a rate of 1 unit every 4 weeks. You have 12 months to complete the full course if required. Extensions are available after this time, if required, for a cost of \$99 for every additional 3 months.

How much does the full FNS40215 course cost?

Online e-learning mode - \$1,395 per student

Distance learning (hard copy provided plus online access) - \$1,695 per student + postage

Postage costs – order one unit at a time, postage is \$10; order full set of units at the one time, postage is \$30 for full set

These costs are inclusive of course access, support, assessment and Certificate delivery. There is no GST component. If some units are already held through prior study, individual study units are available online for \$139 each or \$169 hard copy + postage. Individual units' completion time is a maximum of 3 months per unit. Extensions for single units are available after this time, if required, for a cost of \$99 for every additional 3 months.

Can I pay by instalments?

Yes, email us requesting the pay-by-the-month form which, for a \$40 additional fee, allows you to pay off your course over 2, 3 or 4 months on a credit card. The form is also available on our website at www.financeinstitute.com.au/forms or you can pay per individual unit at \$139 per online unit or \$169 per distance learning unit + postage.

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 you reach Competency standard. Trainees need to be logged into the online platform to view their trainer's comments and marks.

Can I apply for RPL?

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 under Forms 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 this qualification. Remaining units are then available for completion to attain the full qualification at \$139 per online unit. Applications can include a combination of RPL, Credit Transfer and study of selected units. Applicants should use the Unit Chooser form as a summary of which units they are seeking by which method.

What will I receive?

The course entitles the successful student to the nationally recognised, qualifying FNS40215 Certificate IV in Bookkeeping, sent by mail within 2 to 3 weeks of final unit completion. 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