



# FNS40217 Certificate IV in Accounting and Bookkeeping

National ID: FNS40217 | State ID: BDQ3

## About this course

### Are you looking to invest yourself into an accounting or bookkeeping career?

This course has replaced the following courses:

- FNS40615 Certificate IV in Accounting
- FNS40215 Certificate IV in Bookkeeping

When you complete the Certificate IV in Accounting and Bookkeeping you'll have the foundations for a career in accounting, making you ideal for sub-accountant or bookkeeping roles or as a registered BAS agent (with additional training and experience).

You will gain skills and knowledge in preparing financial reports, accounts and ledgers, operational budgets, business activity statements, accounting principles and industry practice.

Full-time attendance is equivalent to four days a week.

With industry and government forecasting strong demand for accountants in the coming years, you'll be ready for recruiting.

Completion of the Certificate IV in Accounting and Bookkeeping opens up a range of further study options, including specialist diplomas, and it may assist in entry to university.

## Want to study this course part time in Semester 2?


This course offers part time study options. To have an enrolment officer contact you when part-time enrolments open, visit our [Part time study](#) webform.

## Overview

*This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.*

## Semester 1, 2020

### Mandurah - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 1, 2020**

 How: **Full Time**

## Units

### Core

| National ID | Unit Title  |
|-------------|---|
| BSBFIA401   | Prepare financial reports                                   |
| 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         |

| National ID | Unit Title  |
|-------------|---|
| FNSTPB401   | Complete business activity and instalment activity statements |
| FNSTPB402   | Establish and maintain payroll systems                        |
| BSBSMB412   | Introduce cloud computing into business operations            |

## Elective

| National ID | Unit Title  |
|-------------|---|
| BSBITU306   | Design and produce business documents                   |
| BSBITU402   | Develop and use complex spreadsheets                    |
| FNSACC313   | Perform financial calculations                          |
| FNSACC412   | Prepare operational budgets                             |
| FNSACC414   | Prepare financial statements for non-reporting entities |

## Entrance requirements

| School Leaver   | Non-School Leaver                                   | AQF                               |
|---|---|-----------------------------------|
| C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8 | C Grades in Year 11 English and Maths or equivalent | Certificate II or Certificate III |

This course is available as a traineeship.

### Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to

rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

## Job opportunities

- When you complete the Certificate IV in Accounting and Bookkeeping you'll have the foundations for a career in accounting, making you ideal for sub-accountant roles or as a registered BAS agent (with additional training and experience).
- You will also have skills that are vital for managing a successful business, making you ideal for bookkeeping roles.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- FNS50217 Diploma of Accounting, State ID BDP8

## Fees and charges

### Indicative fees and charges

[2020 general admission fees list](#)

[2020 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2020
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**