



Certificate IV in Accounting and Bookkeeping

National Course Code: FNS40222 CRICOS Course Code: 109976E

Duration: 52 Weeks

Course Description

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end, dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individual in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Entry Requirements

International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5). If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

Graduates of this qualification should be able to work in various accounting job roles with duties such as completing Business Activity Statements (BAS) and lodging taxes, operational reporting, producing non-complex management reports including compiling budget information, compiling data for job costing reports, supervising the operation of computer-based financial systems, classifying, recording, and reporting accounting information, maintaining inventory records, managing a small office, ensuring relevant legal requirements are adhered. Job roles may include Accounts Receivable and Payable Clerks, Payroll Clerks, Bookkeepers, General Clerical Assistants, Trainee Accountants.

Target Group

The target group for the FNS40222 Certificate IV in Accounting and Bookkeeping is people who have an interest in the accounting and book-keeping aspect of the financial services industry and would like to commence their career in accounting sector. The program is designed for local and international students wishing to develop their existing accounting skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to FNS50217 Diploma of Accounting. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 15 hours/week of classroom-based delivery on campus and for 5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Course Completion

Students who achieve a 'Competent' result in all required units of study will be awarded the certificate for the qualification. A statement of attainment will be issued for any units in which the student has been assessed as 'Competent'.

Protection of Fee Paid in Advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Accounting and Bookkeeping.

Assessments

Ea Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Articulation & Pathways

Under mutual recognition the Certificate IV in Accounting and Bookkeeping qualification and statement of Attainment awarded by CIBT will be recognized by other RTOs Australia wide. Upon successful completion of the Certificate IV in Accounting and Bookkeeping students may be eligible for exemption in relevant undergraduate courses.

RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

Training and Other Facilities

CIBT trains and assesses its students from its campuses in Sydney City and Canberra which are fully equipped with required facilities including modern computer labs with internet access, data rinten projectors & resources borrowing facility, printing & photocopy facility and a student common area.

Course Structure

The 13 units of competency (10 Core and 3 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate IV in Accounting and Bookkeeping qualification.

Unit Code	Unit Descriptions	Core/ Elective
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC421	Prepare financial reports	Core
FNSTPB412	Establish and maintain payroll systems	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC426	Set up and operate computerised accounting systems	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSACC412	Prepare operational budgets	Core
BSBTEC302	Design and produce spreadsheets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC413	Make decisions in a legal context	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
FNSACC323	Perform financial calculations	Elective

Crown Institute of Business and Technology Pty Ltd T/A CIBT Australia

116 Pacific Highway North Sydney NSW 2060

T: +61 2 8034 6431 E: info@cibt.edu.au I W: cibt.edu.au

ABN: 86 116 018 412 I RTO ID: 91371 I CRICOS Provider Number: 02870D

CIBT Australia

