

FNS40222 Certificate IV in Accounting and Bookkeeping (CRICOS Code: 110002E)

Release 2.0

Duration

Calendar Year: 52 weeks
Academic Year: 36 weeks
Terms: 4 Terms x 9 weeks each (Total 36 weeks)
Holidays & Study Breaks: 16 weeks – 4 x 4 weeks
Study Type: Full Time, 20 hours / week

Location

Level 6, 8 Quay Street, Haymarket NSW 2000
Level 1, 586-590 Parramatta Road, Petersham NSW 2049

Course Fee

\$6,000.00

Application Fee*

A non-refundable Administration Fee of \$350 is to be paid with the deposit.

Additional Fees*

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

*Any fee changes will not affect enrolled students. New fees will apply to new enrolling students.

#Smart and skilled funding is available for domestic students for this qualification. Please enquire with EEVI.

Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation through simulated work environment, written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

Delivery Modes

All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating “real life situations” to develop the skills identified in the “foundation skills” for this qualification.



Phone: 02 9211 4958

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 6, 8 Quay St, Haymarket NSW 2000;
L1, 586 Parramatta Rd, Petersham NSW 2049

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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Entry Requirements

a) English language equivalence requirements

- English is the student's first language; or
- IELTS 5.0 with no sub band scores less than 4.5; or
- Completion of at least one year of full-time study at Australian secondary, post-secondary or tertiary level; or
- Completion of the English for Academic Purposes (EAP) program at EEVI or an ASQA / TEQSA Accredited Language Centre; or
- Pass EEVI's Placement Test.

b) Educational and other qualifications, skills, and other prerequisites

- Successful completion of Australian year 11 or equivalent; or
- Successful completion of an AQF recognised Certificate III in Accounting Administration or other relevant qualification; or
- Substantial work experience in a related field.
- Must be 18 years of age or over at the time of course commencement.

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at Diploma level, e.g., Diploma of Accounting at Elite Education Vocational Institute.

This Financial Services qualification is designed for:

- Individuals aspiring to build careers in commercial accountant roles;
- Individuals wanting to work as public accountant roles, e.g., tax advisor;
- Those wishing to upgrade skills in line with current best accounting practice.



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Course Description

This qualification reflects the roles of workers in the accounting and bookkeeping industry including BAS Agents, contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, providing advice for taxpayers, liaising between a taxpayer and the commissioner and acting on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply a combination of theoretical and technical knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Potential Job Roles

- BAS agent;
- Bookkeeping and small practice accounting;
- Assistant accountant;
- Accounts officer/clerk;
- Payroll officer/clerk;
- Accounts receivable credit/controller;
- Accountant;
- Taxation officer;
- Treasury officer;
- Procurement officer;
- Analyst (with financial reporting focus).

Recognition of Prior Learning

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by EEVI and which may also exist in other Training Packages. An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Student Support Officer upon request.

The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

UNITS OF COMPETENCY

CODE	TITLE
FNSACC418 (C)	Work effectively in the accounting and bookkeeping industry
FNSACC321 (C)	Process financial transactions and extract interim reports
FNSACC322 (C)	Administer subsidiary accounts and ledgers
FNSTPB412 (C)	Establish and maintain payroll systems
BSBPEF501(E)	Manage personal and professional development
FNSACC421 (C)	Prepare financial reports
FNSACC414 (C)	Prepare financial statements for non-reporting entities
BSBTEC302 (C)	Design and produce spreadsheets
BSBTEC402 (E)	Design and produce complex spreadsheets
FNSACC426 (C)	Set up and operate a computerised accounting system
FNSTPB411 (C)	Complete business activity and instalment activity statements
BSBLDR523 (E)	Lead and manage effective workplace relationships
FNSACC412 (C)	Prepare operational budgets

*This qualification is currently cited as meeting the Tax Practitioners Board (TPB) education requirements for registration as a BAS agent

C - Core E - Elective

This qualification is made up of thirteen units of competency (ten core units and three electives) the units of competency are stand alone and not sequenced in any specific order.

Equipment

Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.