

FNS40217 Certificate IV in Accounting and Bookkeeping (CRICOS Code: 0100053)

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 2, 1 James Place North Sydney NSW 2060

Course Fee

\$6,000.00

Application Fee

A non-refundable Administration Fee of \$250 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).

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

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. 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” in order to develop the skills identified in the “employability skills” for this qualification.



Phone: 02 9957 5588

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 6, 8 Quay Street
Haymarket NSW 2000

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 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

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 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 business 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.

Adjustments due to COVID-19

EEVI is delivering this course fully online. Resources are available and assessment submitted digitally via Moodle and learning participation and observable assessment occurs via Zoom.

Students are required to follow the same timetable as is scheduled for face-to-face classes. Students are required to log into the Moodle classrooms as per their schedule for the delivery conducted by Trainers. Trainers are available for learners online during the session or via email or phone outside of the scheduled sessions. These sessions are monitored and the system tracks student log-ins. Reports are accessed from Moodle to monitor student attendance.

As EEVI utilises digital resources which are uploaded into its Learning Management System, Moodle, it has not required to make major adjustments to its training and assessment resources. Where group activities were involved and observances required, these will be done online.



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Course Description

This course is accredited by the Australian Skills Quality Authority (ASQA). Visit <http://training.gov.au/Organisation/Details/45018> for further information regarding the accreditation of this course. This qualification reflects the roles of workers in the accounting industry including BAS Agents, contract bookkeepers and employees performing bookkeeping tasks for a range of organisations. It includes preparing and lodging business 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
FNSACC408 (C)	Work effectively in the accounting and bookkeeping industry
FNSACC311 (C)	Process financial transactions and extract interim reports
FNSACC312 (C)	Administer subsidiary accounts and ledgers
FNSTPB402* (C)	Establish and maintain payroll systems
BSBWOR501 (E)	Manage personal work priorities and professional development
BSBFIA401 (C)	Prepare financial reports
FNSORG505 (E)	Prepare financial reports to meet statutory requirements
BSBPMG522 (E)	Undertake project work
BSBCUS403 (E)	Implement Customer Service Standards
FNSACC416 (C)	Set up and operate a computerised accounting system
FNSTPB401* (C)	Complete business activity and instalment activity statements
BSBSMB412(C)	Introduce cloud computing into business operations
BSBADM502 (E)	Manage meetings

*Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

C Core E Elective

This qualification is made up of thirteen units of competency (eight core units and five 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.