



FNS40217

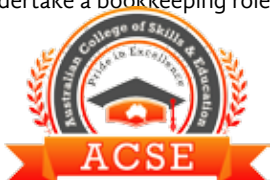
CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

COURSE OVERVIEW

- This course is a nationally recognised qualification suitable for anyone wishing to operate as a bookkeeper or junior accountant in Australia. This includes those wishing to work or already working as a contract bookkeeper, employees performing the role of a bookkeeper in an organisation, as well as individuals wishing to receive training to be able to undertake a bookkeeping role to move up in their present

organisation or if seeking new employment.

- This qualification is suitable to fulfil the educational requirements to become a registered BAS Agent, one of the most essential functions contract bookkeepers can offer to Australian businesses.
- ACSE will also consider applications from clients wishing to gain employment (new entrants) in accounting and bookkeeping and it is anticipated that this will be a significant proportion of the overall client cohort.



AUSTRALIAN COLLEGE OF SKILLS AND EDUCATION

COURSE ENTRY REQUIREMENTS

There are no formal pre-requisites in the training package for course entry, however ACSE sets a number of its own entry requirements.

- There are a number of entry pathways for this qualification, including after completing:
 - FNS30115 Certificate III in Financial Services
 - FNS30317 Certificate III in Accounts Administration
- Clients must demonstrate Language, Literacy and Numeracy skills in line with AQF qualification level demands and ACSF skill level. Each client will undergo an LLN assessment during the application process.
- Learning (ACSF Level 4), reading (ACSF Level 3), writing (ACSF Level 3), oral communication (ACSF Level 3) and numeracy (ACSF Level 4) are desirable to participate in the course. ACSE administers an LLN test based on the desirable ACSF levels.

DURATION & STRUCTURE

- The duration of the course is 12 months self-paced, including all learning and assessment activities. However, it is anticipated that the course length will vary with regard to individual client's level of expertise and time dedicated to study.
- As a guide, given the total number of units in the program is 13, students should aim to complete and be assessed in 1 unit per month. To do this, students will be required to study at least 9 hours a week or 36 hours a month.

POTENTIAL CAREERS

Potential job roles on completion of this program include:

- Contract Bookkeeper
- Certified Bookkeeper
- Accounts Receivable and Payable Clerk
- General Clerical Assistant
- Payroll Clerk

COURSE UNITS

This qualification consists of 8 core units and 5 elective units.

CORE UNITS:

- BSBFIA401 Prepare financial reports
- BSBSMB412 Introduce cloud computing into business operations
- 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
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems

ELECTIVE UNITS:

- FNSACC411 Process business tax requirements
- BSBITU306 Design and produce business documents
- BSBITU402 Develop and use complex spreadsheets
- FNSACC313 Perform financial calculations
- FNSTPB401 Complete business activity and instalment activity statements

COURSE FEES

- \$1500 up front payment to secure course place.
- All learning materials included, no additional costs.
- Payment plan and installment options are available. Enquire about this option when you contact us if applicable.
- Total Cost: \$3000

**TRAINING IS CONDUCTED AT
VARIOUS CITIES AND LOCATIONS
FOR DETAILS VISIT WEBSITE**

CONTACT US

- Mon to Fri: 9am-5pm
- 1300 212 169
- info@acse.edu.au
- www.acse.edu.au

