



THINKACADEMY
OF BUSINESS AND TECHNOLOGY

Certificate IV in Bookkeeping

FNS40215

Launch your career in
Bookkeeping Services



Overview

Think Academy of Business and Technology (TABT)'s nationally recognised Certificate IV in Bookkeeping (FNS40215) is an educational qualification requirement as determined in Tax Agent Services Regulations 2009, which sets the professional qualifications and experience required to become a registered tax agent, BAS agent and tax (financial) adviser.

Employers are increasingly looking for candidates who are equipped to meet the challenges of being a successful bookkeeper, tax and BAS agent and graduate at the leading edge of their field.

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.

Course Outcome

TABT's Certificate IV In Bookkeeping (FNS40215) is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

Successful completion of this qualification will help you to:

- Be awarded and recognised as holding the most current nationally recognized bookkeeping qualification
- Be recognised for completing units covering GST and BAS which are required to become a registered BAS agent
- Become a competent user of MYOB, the most widely known and used accounting software in Australia

Learning Material

We provide you the course material from your online student portal on our website. Should you require the hard copy study materials, additional fees will be incurred.

Course Outline

It is expected that students will spend 600 hours in learning and related activities if completing on a full-time basis over 6 months. Students who have extensive industry experience will be expected to complete it in a shorter period.

1. MYOB Accounting and Bookkeeping Essentials
2. MYOB Payroll
3. MYOB Business Taxation
4. MYOB Financial Reporting
5. Work in Financial Services
6. Business Documents

We have designed our assessment activities in line with best practice standards to help you deliver quality advice outcomes to your clients.

Career Opportunities

Successful completion of this course can lead to a variety of careers, including starting your own bookkeeping business which can offer great lifestyle benefits.

Other roles include becoming a certified bookkeeper (employee or business owner), working in accounts receivable and/or payable, becoming a financial officer or working in a procurement and office administration role.

This course is also a pathway to become a registered BAS agent (as an employee or business owner) subject to meeting the conditions set out by the Tax Practitioners Board. It is also suitable for any business owner looking to take control of their finances.

Mode of Delivery

Distance: Study from anytime anywhere.

Classroom: Attend classes at our training centre and interact face-to-face with trainers and fellow students.

Course Benefits

This course is flexible saving students time and money. Students are encouraged to continue the course at their own pace without restrictions as to when and how you complete the course. Therefore, students are able to continue their life roles and incorporate their study into time slots that suit their lifestyles.

We provide unlimited student support while you study distance. You can arrange a time with your trainer to speak to you via Phone, Email or Skype anytime that works for you. Students have 9 months in which to complete all of their assessments.

Course Fees

For the latest fees:
Visit www.tabt.edu.au
or Call 1300 795 056
See our list of course fees.

Completion

Upon successful completion of this course you will be awarded the Certificate IV in Bookkeeping (FNS40215) qualification by TABT. If a student successfully completes the units of competency, they will receive a Statement of Attainment relating to the units completed.

Course Entry Requirement

This is an open entry course with no pre-requisite qualifications. However, students should have the following abilities

- Pass the Learning Literacy and Numeracy Test (LLN)
- Have a good understanding of English Language.
- Basic knowledge of using Computers and Microsoft Office.

Duration

Students have 9 months to complete this qualification. This course is a self-paced distance learning training course. We would expect that you will spend at least 17 study hours per week. During this period students shall be reading, conducting research, performing assessments and managing feedback.

It is expected that on average, students will have the following study load to complete this course:

IN MONTHS	9
IN WEEKS	36
STUDY HOURS	620
STUDY HOURS PER WEEK	17

To successfully achieve competency in this qualification, students will be required to complete the Assessment Tasks that are specified in their course materials.



UNITS OF COMPETENCY

Unit Code	Title	Core / Elective
BSBFIA401	Prepare financial reports	Core
BSBITU306	Design and produce business documents	Core
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	Core
FNSBKG404	Carry out business activity and instalment activity statement tasks	Core
FNSBKG405	Establish and maintain a payroll system	Core
FNSINC401	Apply principles of professional practice to work in the financial services industry	Core
FNSBKG402	Establish and maintain a cash accounting system	Elective
FNSBKG403	Establish and maintain an accrual accounting system	Elective
FNSACC301	Process financial transactions and extract interim reports	Elective
FNSACC302	Administer subsidiary accounts and ledgers	Elective
BSBWRT301	Write simple documents	Elective
FNSACC404	Prepare financial statements for non-reporting entities	Elective
FNSACC406	Set up and operate a computerised accounting system	Elective



TRAINING CENTRE
Level 3, 2 Brandon Park Drive,
Wheelers Hill, 3150
Tel: 03 9566 7231
Fax: 03 9566 7299
info@tabt.edu.au
www.tabt.edu.au