

DUAL QUALIFICATION

- FNS40215 Certificate IV in Bookkeeping + FNS40615 Certificate IV in Accounting

Trainee Name: _____

Date: _____

CORE UNITS (11 out of 11 to be ticked)	RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
BSBFIA401 Prepare financial reports	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU306 Design and produce business documents - <i>What version of Word/Excel do you use?</i> <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC301 Process financial transactions and extract interim reports	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC302 Administer subsidiary accounts and ledgers	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC402 Prepare operational budgets	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC404 Prepare financial statements for non-reporting entities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC406 Set up and operate a computerised accounting system <i>Do you currently use MYOB?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSBKG404 Carry out business activity and instalment activity statement tasks	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSBKG405 Establish and maintain a payroll system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSINC401 Apply principles of professional practice to work in the financial services industry	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
PRE-SELECTED ELECTIVE UNITS (3 out of 6 to be ticked – first two compulsory then tick one more)			
FNSBKG402 Establish and maintain a cash accounting system * <i>(compulsory unit for Dual Qualification)</i>	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSBKG403 Establish and maintain an accrual accounting system * <i>(compulsory unit for Dual Qualification)</i>	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

[* FNSBKG402 is a pre-requisite for FNSBKG403]

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FNSACC303 Perform financial calculations	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC405 Maintain inventory records	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC401 Process business tax requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU402 Develop and use complex spreadsheets What version of Word/Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>