

# FACT SHEET

## Certificate IV in Accounting and Bookkeeping

FNS40217



The National Finance Institute

National Provider Number: 31203



### Course Overview

The new FNS40217 Certificate IV in Accounting and Bookkeeping qualification reflects job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.



Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

### Licensing/Regulatory Information

Persons providing a BAS service for a fee must be registered by the Tax Practitioner's Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS Agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

### Career Progression

Trainees may wish to go on to further study in the new FNS50217 Diploma of Accounting as part of career progression.

### Mapping

The new FNS40217 Certificate IV in Accounting and Bookkeeping qualification was released in February 2018 and reflects the integration of two now superseded qualifications: FNS40215 Certificate IV in Bookkeeping and FNS40615 Certificate IV in Accounting.

### Mode of Delivery and Support

This course is currently offered through online e-learning or distance learning (where printed course material is provided). Prior study and experience is also available for recognition through Credit Transfer or Recognition of Prior Learning (RPL). Study support is offered through the online portal with an allocated Accountancy trainer.

### When can I start the course and how long does it take to finish?

You can commence at any time. We ask that you enrol through our website and complete the Unit Chooser form on our website to begin the process. Once we have your details, your course access login will be forwarded to you by email. If you have chosen distance learning you will also receive your printed manuals within 1 to 2 weeks of your enrolment.

The enrolment duration for this qualification is 12 months (for the full qualification) or if enrolling unit by unit then a course enrolment deadline of 3 months per unit of competency is given. Extensions are available after this time, if required, for a cost of \$99 for every additional 3 months.

As an adult learner, the program should take up to 6 months full time equating to approximately 17 to 20 hours per week. For the equivalent in part-time study we recommend completion at a rate of 1 unit every 4 weeks. However, study is self-paced so there is no minimum completion period.

### Is the course nationally recognised?

Yes, the FNS40217 Certificate IV in Accounting and Bookkeeping is a nationally recognised qualification under the Australian Qualification Framework (AQF) and is delivered by The National Finance Institute as an RTO.

Phone:  
1300 765 400

Fax:  
07 3822 6003

Email:  
enquiries@financeinstitute.  
com.au

Post:  
PO Box 1354, Capalaba  
Business Centre Qld 4157



### ***What are Units of Competency?***

13 units must be achieved which include 8 Core units and 5 Elective units.

All 5 Elective units may be chosen from the Elective units listed below; Up to 2 units may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

#### **Core Units (8):**

- 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 <sup>1</sup>
- FNSTPB402 Establish and maintain payroll systems <sup>1</sup>

[ <sup>1</sup> These two units required for BAS Agent registration skill set ]

#### **Elective Units (5):**

- BSBCUS301 Deliver and monitor a service to customers
- BSBCUS403 Implement customer service standards
- BSBITU306 Design and produce business documents
- BSBITU402 Develop and use complex spreadsheets
- BSBSMB401 Establish legal and risk management requirements of small business
- BSBSMB402 Plan small business finances
- BSBSMB405 Monitor and manage small business operations
- BSBWOR501 Manage personal work priorities and professional development
- BSBWRT301 Write simple documents
- FNSACC313 Perform financial calculations
- FNSACC405 Maintain inventory records
- FNSACC407 Produce job costing information
- FNSACC411 Process business tax requirements
- FNSACC412 Prepare operational budgets
- FNSACC413 Make decisions in a legal context
- FNSACC414 Prepare financial statements for non-reporting entities
- FNSACM401 Evaluate and authorise payment requests

### ***What are the entry requirements?***

You do not require any prior experience or prior qualifications to begin this course. Students must have access to a computer and the internet and have an email address. Students should also be familiar with how to save, create and edit Microsoft Office documents.

### ***How much does the full FNS40217 course cost?***

Online e-learning mode - \$1,650 full course or \$165 per unit

Distance learning (hard copy provided plus online access) - \$1,950 full course + postage or \$195 per unit + postage

Postage costs – order one unit at a time, postage is \$10; more than one unit postage is \$30 each order

Fees are inclusive of course access, support, assessment and Certificate delivery. There is no GST component.

If some units are already held through prior study, individual study units are available online for \$165 each or \$195 hard copy + postage. Individual units' completion time is a maximum of 3 months per unit. Extensions for single units are available after this time, if required, for a cost of \$99 for every additional 3 months.

### ***Can I pay by instalments?***

Yes, email us requesting the pay-by-the-month form which, for a \$40 additional admin fee, allows you to pay off your full course fee over 2, 3 or 4 months on a credit card. The form is also available on our website at [www.financeinstitute.com.au/forms](http://www.financeinstitute.com.au/forms). An alternative to the instalment plan is to pay per individual unit at \$165 per online unit or \$195 per distance learning unit + postage. There is no interest component and no additional monthly servicing fees. Once students have commenced an instalment plan arrangement, fees can be paid off in full ahead of time. Students cannot cancel their enrolment once an instalment plan has been put in place and students have commenced a unit of study.

***Are any subsidies available to assist with payment?***

The Australian Government provides a range of incentives to employers for employing a trainee. It is recommended that employers make enquiries at [www.aapathways.com.au](http://www.aapathways.com.au) to determine whether they would be eligible. Centrelink representatives may also be able to advise on payment assistance on a case-by-case basis.

***What is the course structure like?***

The resources are divided into sections:

Learning Support - this provides content to support independent learning.

Pre-assessment - this includes information to assist with establishing the needs of the participant and planning their assessment activities.

Assessment - this includes details and information relevant to the assessment for this unit, instructions to participants and trainer/assessor and recording sheets.

Supporting Documentation - this section lists elements, performance criteria, performance evidence and knowledge evidence. It maps assessment tasks against these to validate the unit.

Supplementary Information - additional evidence (including student-supplied and trainer-supplied documents) can be attached in this section, including RPL materials.

Skill and knowledge self-assessment - Before undertaking training and assessment, participants should review the listed tasks, skills and knowledge to determine whether they have current knowledge and skills in these areas.

If participants believe they can demonstrate the skills and knowledge required they should discuss the possibility of credit with the trainer/ assessor.

***What kind of assessments will I undertake?***

Each of the units have a series of Formative and Summative assessment tasks. Trainees are required to be deemed competent in all of the assessment tasks to achieve competency in the unit of competence.

Formative assessment tasks include – activities (short answer questions)

Summative assessment tasks include – short answer questions and projects.

In certain circumstances trainees may be asked to submit supplementary evidence to assist in the determination of competency – this may include the completion of a third party report e.g. someone in the workplace or who has the required skills verifying that you can do a specific task.

All assessments and marking is undertaken through the online elearning platform.

***How will I be notified of my results?***

You will receive your results via the online platform, once your trainer has marked your unit. If your trainer marks you as Competent, then you have passed your unit. If your trainer marks you as Not Yet Competent you will have the opportunity to try again, utilising the trainer's suggestions, until you reach Competency standard. Trainees need to be logged into the online platform to view their trainer's comments and marks.

***Can I apply for RPL?***

For those who have relevant experience or who have completed other training, our recognition of prior learning (RPL) process is available. An application form is available on the NFI website under Forms or you can request RPL information be emailed. The fee for RPL is \$995. If units with the same coding are already held through prior study, then these units can be given Credit Transfer towards this qualification. Remaining units are then available for study to attain the full qualification at \$165 per online unit. Applications can include a combination of RPL, Credit Transfer and study of selected units. Applicants should use the Unit Chooser form as a summary of which units they are seeking by which method.

***What award/certificate will I receive?***

For those trainees that complete all of the requirements of the qualification they will be awarded with the nationally recognised FNS40217 Certificate IV in Accounting and Bookkeeping qualification. A transcript of results will be issued with the certificate, indicating the specific units of competencies undertaken as part of the studies. Those trainees that reach competency in individual Units of Competency will be awarded a Statement of Attainment. Qualifying documentation is sent by mail within 3 weeks of final outcomes being determined.

***Can I speak to someone about the course?***

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you or we can be contacted via email on [enquiries@financeinstitute.com.au](mailto:enquiries@financeinstitute.com.au).

Alternatively, you will find forms on our website at [www.financeinstitute.com.au](http://www.financeinstitute.com.au)

If you have completed or partially completed an earlier Bookkeeping or Accounting qualification or individual units, please email these to us and we will assist you to determine what is required to advance to this new FNS40217 Certificate IV in Accounting and Bookkeeping qualification – [enquiries@financeinstitute.com.au](mailto:enquiries@financeinstitute.com.au)