

FACT SHEET

Certificate IV in Accounting

FNS40615



The National Finance Institute

National Provider Number: 31203



Course Overview

The Certificate IV in Accounting qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. The course focuses on the purpose of accounts and ledgers, financial reports and the application of the principles of accounting. Placement could include a diverse range of workplaces such as banks, credit unions, local government, insurance companies, financial planning or investment advice enterprises, accountancy and bookkeeping practices, taxation agencies and in accounts and/or payroll sections of businesses and organisations across all industries.



Persons providing a BAS service must be registered by the Tax Practitioner's Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. The website www.tpb.gov.au should be checked for current BAS agent requirements but the units FNSBKG404 and FNSBKG405 are currently necessary.

Primary Pathway

The primary pathway from this qualification is employment in accounting job roles with duties such as:

- completing Business Activity Statements (BAS) and other office taxes
- operational general reporting
- producing non-complex management reports including compiling budget information
- compiling data for job costing reports
- supervising the operation of computer-based financial systems
- classifying, recording and reporting accounting information / maintaining inventory records
- managing a small office / accounts support
- ensuring relevant legal requirements are adhered to.

Career Progression

Students may wish to go on to further study in the Diploma of Accounting as part of career progression. The FNS40615 replaces the FNS40611 but is not an equivalent qualification due to TGA unit changes.

Mode of Delivery and Support

This course is currently offered through online e-learning or distance learning (printed course material provided). Once underway, support is offered directly through our online platform through email with one of our experienced Accountancy trainers.

Units of Competency

13 units must be achieved which include 10 Core Units and 3 Elective Units. The Core Units covered are:

- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers
- FNSACC402 Prepare operational budgets
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC406 Set up and operate a computerised accounting system
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- FNSBKG405 Establish and maintain a payroll system
- FNSINC401 Apply principles of professional practice to work in the financial services industry
- BSBFIA401 Prepare financial reports
- BSBITU306 Design and produce business documents

The Elective Units to choose from are below:

- FNSACC303 Perform financial calculations
- FNSACC401 Process business tax requirements
- FNSACC403 Make decisions in a legal content
- FNSACC405 Maintain inventory records
- FNSACC407 Produce job costing information
- FNSACM401 Evaluate and authorise payment requests
- BSBITU402 Develop and use complex spreadsheets
- BSBWHS201 Contribute to health and safety of self and others
- BSBWRT301 Write simple documents

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

There are no pre-requisites to commencing this course. Some students may already have basic bookkeeping or accounts administration knowledge through their work experience. Other students with no existing knowledge of bookkeeping at all may wish to undertake the FNS40215 Certificate IV in Bookkeeping first and then upgrade to a Certificate IV in Accounting by completing some additional units. Or possibly undertake both as a Dual Qualification. Whether choosing the FNS40215 or the FNS40615, or the dual qualification, we can accommodate various levels of existing knowledge or prior study.

Is the course nationally recognised?

Yes, the Certificate IV in Accounting has been mapped against the Australian Quality Training Framework and is delivered by The National Finance Institute as an RTO.

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

You can commence at any time. We ask that you complete our Enrolment process through our website along with the Unit Chooser form 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. 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. You have 12 months to complete the full course if required. Extensions are available after this time, if required, for a cost of \$99 for every additional 3 months.

How much does the full FNS40615 course cost?

Online e-learning mode for the full FNS40615 - \$1,595 per student

Distance learning (hard copy provided plus online access) - \$1,895 per student + postage

Postage costs – order one unit at a time, postage is \$10; order full set of units at the one time, postage is \$30 for full set

These costs 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 units are available online for \$139 online or \$169 hard copy + postage.

Can I pay by instalments or buy one unit at a time?

Yes, email us requesting the pay-by-the-month form which, for a \$40 additional fee, allows you to pay off your course over 2, 3 or 4 months, by credit card. The form is also available on our website at www.financeinstitute.com.au/forms or you can pay per individual online unit at \$139 per online unit or \$169 per distance learning unit + postage. If completing one unit at a time, 3 months is the maximum completion time however extensions as mentioned above are also available, if required.

Are any subsidies available to assist with payment?

The Australian Government provides a range of incentives to employers for employing a trainee. Australian Apprenticeships (the term given to apprenticeships and traineeships) are available in over 600 different occupations, some part-time and some full-time, (including some exclusively for mature age workers). It is recommended that employers make enquiries at www.aapathways.com.au to determine whether they would be eligible. Centrelink representatives may also be able to advise on payment options on a case-by-case basis.

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. Students 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, for no fee. Remaining units are then available for completion to attain the full qualification at \$139 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 will I receive?

The course entitles the successful student to the nationally recognised, qualifying FNS40615 Certificate IV in Accounting, sent by mail within 2 to 3 weeks of final unit completion. A transcript of competencies achieved will also be provided. The Certificate and transcript do not expire.

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. You will find forms on our website at www.financeinstitute.com.au