

FNS40615 Certificate IV in Accounting – UNIT CHOOSER FORM

Trainee Name: _____

Date: _____

CORE Units (10 out of 10 to be marked)	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 - 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"/>
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 - Do you currently use MYOB? <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"/>
ELECTIVE Units (3 out of 9 to be marked)			
FNSACC401 Process business tax requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC403 Make decisions in a legal context	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"/>
FNSACC407 Produce job costing information	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"/>
BSBWHS201 Contribute to health and safety of self and others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRT301 Write simple documents	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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FNSACC303 Perform financial calculations	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACM401 Evaluate and authorise payment requests	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>