

FNS40217 Certificate IV in Accounting and Bookkeeping – UNIT CHOOSER FORM

[Full qualification = 8 Core Units + 5 Elective Units]

Trainee Name: _____

Date: _____

CORE UNITS Each of the 8 core units below + 5 elective units must be completed to gain the full qualification.	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"/>
BSBITU422 Use digital technologies to collaborate in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC311 Process financial transactions and extract interim reports	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC312 Administer subsidiary accounts and ledgers	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC408 Work effectively in the accounting and bookkeeping industry	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC416 Set up and operate a computerised accounting system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSTPB401 Complete business activity and instalment activity statements ^{1*}	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSTPB402 Establish and maintain payroll systems *	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
ELECTIVE UNITS Please tick 5 elective units only from those provided below and overleaf.	RPL or Credit Transfer (CT) or Study Unit - please tick your preference		
BSBCUS301 Deliver and monitor a service to customers	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS403 Implement customer service standards	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 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU402 Develop and use complex spreadsheets What version of Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

¹ * FNSTPB401 and FNSTPB402 supersede but are equivalent to FNSBKG404 and FNSBKG405 – these two units are required to meet TPB (Tax Practitioners Board) requirements for BAS Agent registration.

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BSBSMB401 Establish legal and risk management requirements of small business	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSMB402 Plan small business finances	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSMB420 Evaluate and develop small business operations	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR501 Manage personal work priorities and professional development	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"/>
FNSACC313 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"/>
FNSACC407 Produce job costing information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC411 Process business tax requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC412 Prepare operational budgets	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC413 Make decisions in a legal context	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC414 Prepare financial statements for non-reporting entities	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"/>
If you have already completed alternative Elective units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification.			
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	