

ACCOUNTING

INTERNATIONAL STUDENTS



Stronger, Simpler, Smarter ESOS - Protecting International Students

FNS40217 | Certificate IV in Accounting and Bookkeeping

CRICOS Code: 0100370

This qualification reflects the 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

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners 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.

Location Subject to change at the time of enrolment	601 Bourke St, Melbourne, VIC 3000	
Duration	52 weeks including holidays	
Tuition Weeks	42 weeks	
Delivery and Assessment mode	Face-to-face, combination of theory, practical and/or project assessments	
Prerequisite / Entry requirements	<ul style="list-style-type: none"> • Completion of year 11 or equivalent (Subject to the assessment and approval of Baxter Admission team.) • Applicants must be 18 years of age and above • Successful completion of Pre-training review (PTR) • English Proficiency: Score of IELTS 5.5 or equivalent • English Language, Literacy, and Numeracy (LLN) skills appropriate to the course requirements. Visit www.baxter.vic.edu.au/lln-english-requirements/ for details 	
Work based training/ Work placement	NIL	
Possible pathways for further study	FNS50217 Diploma of Accounting	
Possible occupational outcomes	Accounts Clerk, Accounts Payable/ Receivable Officer, Payroll Assistant, Debtors Clerk	
Fees & Charges*	Offshore international	Onshore international
Tuition fee	\$5,500	\$5,000
Administration fee	\$200	\$200
Materials fee	\$450	\$450

Units of Competency

CORE:

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 ¹
FNSTPB402	Establish and maintain payroll systems ¹

ELECTIVE:

FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC411	Process business tax requirements
BSBITU402	Develop and use complex spreadsheets
FNSACM401	Evaluate and authorise payment requests

¹ Unit required for the FNSSS00004 BAS Agent Registration Skill Set.



*Tuition fees and other course related fees are not subject to change once a student has enrolled. All equipment & resources are at student's expense