



Seed
TRAINING GROUP

FNS40217

Certificate IV in Accounting and Bookkeeping

RTO Code. 45225

ABOUT THE COURSE

Course currency status: Current

- This course allows students to develop their knowledge and skills in order to create further educational and /or employment opportunities.
- This course allows students to complete specialized tasks and functions in accounting and bookkeeping.
- The aim of this course is to develop the knowledge and skills required by job roles in financial services and other industries requiring accounting support functions.
- Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

UNITS

*A complementary MYOB education version will be included in this qualification.

FNS40217 Certificate IV in Accounting and Bookkeeping consists of 13 units (8 core units and 5 elective units).

CORE UNITS



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
FNSTPB402	Establish and maintain payroll systems

ELECTIVE UNITS



BSBITU402	Develop and use complex spreadsheets
BSBWRT301	Write simple documents
FNSACC405	Maintain inventory records
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities

UPON COMPLETION

Upon successful completion of all the required units of this course, students will receive a nationally recognised qualification of FNS40217 Certificate IV in Accounting and Bookkeeping, and a Statement of Attainment.

Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a FNS40217 Certificate IV in Accounting and Bookkeeping.





Employment Pathway

- Accounts Administrator
- Payroll Officer
- Superannuation Administrator
- Lending Administrator

DURATION

Up to 52 weeks

Students will be required to undertake online learning activities, independent study and assessment activities completed in their own time for approximately 16 hours per week. Total course study commitment is 16 hours/ week x 52 weeks = 832 hours.

The indicated hours are approximate as the amount of time different students spend on independent study/open book assessment will vary with individual learner needs and students own individual contexts.

A 3-month extension is available upon application.

DELIVERY METHOD

The course is delivered via online learning. Students also undertake independent study and assessment activities in addition to online learning activities. Examples of on-line learning activities include reading subject content, undertaking tasks, watching/ reading Power Point presentations. Independent study activities include research, reading, practicing applying knowledge and skills learnt, and preparing for and undertaking assessment tasks.

TIME & VENUE

Enrol anytime, study anywhere.

ASSESSMENTS

- Knowledge Questions
- Case Study
- Reports
- Research activities
- Practical demonstrations
- Simulated Workplace Environment

Methods also include simulated workplace environments where by workplace environments and conditions are simulated and students' complete tasks to workplace standards. Students must record their performance in simulated workplace environments and submit these to the institute.

ENTRY REQUIREMENTS

- Students must be at least 18 years of age at the time of enrolment.
- There are no formal education entry requirements.
- The student is requested to complete an LLN (language, literacy, and numeracy) assessment and to submit together with the course application prior to the enrolment, the result will be used to determine if the student possesses the required levels of LLN skills to undertake the course.
- The student is required to complete a Pre-Training Review form and submit together with the course application prior to the enrolment, and it is used to collect the information that will be analyzed to determine if the course is appropriate for addressing the Students learning needs.
- The student needs to have basic capability of manipulating computer and web browser.



EQUIPMENT NEEDED

- A computer (Windows recommended) with Internet and web browser access
- Word/text processing, spreadsheet and presentation software installed (e.g. Microsoft Office)
- PDF reader

RECOGNITION of PRIOR LEARNING (RPL) / CREDIT TRANSFER

All Students are provided with the opportunity to have their prior learning and experience assessed against current standards and gain recognition for this. (Recognition of Prior Learning - RPL)

Students who have successfully completed whole units of competency included in this course can apply for Credit Transfer.

Credit Transfer and RPL application processes are provided to Students in pre enrolment information in accordance with the policy and procedure.

EDUCATION PATHWAY

Student who successfully complete this course may progress onto:

- FNS50217 Diploma of Accounting or other related courses at Diploma level in the Financial Services Training Package.

Fee Information

- The total fee charged for this course is \$1,900. The course fee also includes a \$350 enrolment fee that is non-refundable (except if Seed Training Group fails to deliver the course in full).
- Payment – On enrolment \$1,350 is payable of which \$350 is a non-refundable enrolment fee. The balance of the course fee is paid within the first 3 months of the study commencement.
- Re-assessment fee per unit \$50.
- RPL assessment fee per unit \$150
- Re-training fee per unit \$150
- All fees indicated are in Australian dollars.
- Please refer to the Fees & refunds policy and procedure for further details on all fees and charges and when they are applied.