

# FNS40217 Certificate IV in Accounting and Bookkeeping



## DESCRIPTION

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.

This qualification is available to international students (CRICOS Course No. 0100704). Please refer to <https://www.cdu.edu.au/international> for the course and fee information.

## ELIGIBILITY/ENTRY REQUIREMENTS

Whilst there are no formal entry requirements for FNS40217 Certificate IV in Accounting and Bookkeeping the preferred pathway is:

- FNS30317 Certificate III in Accounts Administration or other relevant qualification/s.
- All (potential) students (applicants) need to demonstrate the required (appropriate) level of language, literacy and numeracy skills and knowledge to undertake a qualification at this level.

## DELIVERY DETAILS

Location (s)	Duration	Study mode
Alice Springs Darwin	This program is delivered over a period of six (6) months full-time and 12 months on a part-time basis.	This program will be delivered full-time, part-time on campus as evening classes and as external study

Learning materials and assessments are available for students through Learnline. Therefore students must have access to a computer. It is expected that students will spend an additional four (4) to five (5) hours a week per unit reading and reviewing materials and completing assessment tasks via Learnline at home or work.

## 2020 FEES

This course has a total of 640 to 755 hours, (depending upon unit selection), and thus the qualification cost is:

NT Domestic Subsidised Fees: \$2,176 to \$2,567

Domestic Full Fees: \$8,775 to \$10,125

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

## ASSESSMENT

Assessments vary with each unit. Students will be provided with an assessment guide. Assessments are completed both during classroom sessions and after the completion of the unit. Students have a set date by

This course information flyer is not relevant to International student visa holders.

International student visa holders should visit - [www.cdu.edu.au/international/how-to-apply](https://www.cdu.edu.au/international/how-to-apply)

CRICOS Provider No. 00300K (NT/VIC) | 03286A (NSW) | RTO Provider No. 0373 | ABN 54 093 513 649

which assessments must be completed. Assessments vary with each unit and include: evidence gathered from a workplace, portfolios, observation tests and written assignments.

Assessments for each unit will be available via Learnline. Unless specified, assessments must also be submitted via Learnline. For more information, including the minimum computer requirements for Learnline, refer to: <http://learnline.cdu.edu.au/support/index.html>.

### RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

### RESOURCES

Students will be required to purchase set texts which will be made available to them.

### STUDY AND CAREER PATHWAYS

Further training pathways from FNS40217 Certificate IV in Accounting and Bookkeeping include but are not limited to the FNS50215 Diploma of Accounting. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible job titles relevant to this qualification include:

- Bookkeeper
- Finance officer
- Senior accounts clerk/officer
- BAS agent
- Accounts Administrator
- Accounts Manager

### QUALIFICATION CONTENT

To achieve a FNS40217 Certificate IV in Accounting and Bookkeeping a total of thirteen (13) units of competency must be completed comprising eight (8) core and five (5) elective units as detailed in the packaging rules and listed below.

### 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 <sup>1</sup>
FNSTPB402	Establish and maintain payroll systems <sup>1</sup>

<sup>1</sup> Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

### ELECTIVE UNITS (SELECT 5)

Mainstream Electives	
BSBCUS301	Deliver and monitor a service to customers
BSBITU402	Develop and use complex spreadsheets
BSBSMB401	Establish legal and risk management requirements of small business
BSBWOR501	Manage personal work priorities and professional development

BSBITU401	Design and develop complex text documents
<b>Higher Ed Credit Electives</b>	
FNSACC405	Maintain inventory records
BSBITU306	Design and produce business documents
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC513	Manage budgets and forecasts

### WITHDRAWING FROM A QUALIFICATION

You may withdraw from FNS40217 Certificate IV in Accounting and Bookkeeping and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

### SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - [www.cdu.edu.au/study/student-life/student-support](http://www.cdu.edu.au/study/student-life/student-support)

### CONTACT DETAILS

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Refer to the **VET Student Guide** [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide) for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.