

FNS40217 Certificate IV in Accounting and Bookkeeping



DESCRIPTION

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contracts 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. 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.

Infection control, including COVID-19 measures and the associated restrictions, have been implemented, to ensure the safety and well-being of students, lecturing staff and the wider community.

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 external study)

2021 FEES

The 2021 indicative fee for this course is \$2,240.00 for students who are eligible and receive an NT Domestic subsidised place or \$8,775.00 for Domestic Full fee places. Actual fees will vary according to your choice of units.

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 2021.

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. You will be provided with an assessment guide.

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; followed with an initial interview with an assessor.

RESOURCES

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

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.

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 ¹
FNSTPB402	Establish and maintain payroll systems ¹

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

ELECTIVE UNITS – SELECT FIVE (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
Higher Education Credit Electives	
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 this qualification 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

CONTACT DETAILS

T. student.central@cdu.edu.au
E. (08) 8946 7766 or 1800 061 963 (free call)
W. www.cdu.edu.au/study

Refer to the **VET Student Guide** 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.