

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 [VET 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.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

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)

* Duration will vary depending upon how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

2022 FEES

The 2022 indicative fee for this course is between \$2,170.00 - \$2,712.50 for eligible students and receive an NT Domestic Subsidised place or between \$6,200.00 - \$7,750.00 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 2022.

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 [VET Fees and Payments](#).

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

RESOURCES

Students will be required to purchase set texts. A complete booklist detailing the required textbooks and where they can be purchased, will be provided prior to enrolment.

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

ELECTIVE UNITS

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

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

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 Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

E. student.central@cdu.edu.au
T. 1800 061 963 (free call)
W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.