FNS40222 Certificate IV in Accounting and Bookkeeping

DESCRIPTION

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (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, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end.

Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a 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 as a BAS agent. Other requirements 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.

This course can be undertaken as a traineeship. Visit TAFE Apprenticeships and Traineeships for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

Whilst there are no formal entry requirements for FNS40222 Certificate IV in Accounting and Bookkeeping, the preferred pathway is:

- FNS30322 Certificate III in Accounts Administration or other relevant qualification/s.
- All students need to demonstrate the required appropriate level of language, literacy and numeracy skills and knowledge to undertake a qualification at this level.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

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DELIVERY DETAILS

Location(s)	Danala - Education Community Precinct, online
Duration*	6 – 12 months full time, 12 - 18 months part-time
Study mode ^^	Face to face, online, blended
Start Date/s ^	Semester 1: 1/2/2027 Semester 2: 12/7/2027 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.
Attendance	Face to face and/or online Tuesdays – Fridays 9.00 am – 12 noon; 1.00pm – 4.00 pm (Actual attendance will depend on the units you are undertaking)

** Duration may vary depending on how long a student takes to reach the required competency level.*
^ Course timetable will be provided on application for the course.
^^Information relating to study modes can be found in the 2027 TAFE Student Guide

FEES

Fee Type	2027 Course Fees
NT Government Supported*	$2,291.00 - $2,666.25
Full Fee	$7,679.20 - $8,937.00

*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to TAFE Fees and Payments

RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: https://www.cdu.edu.au/current-students/services/learnline
Students will be required to purchase set textbooks.

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A complete booklist detailing the required textbooks and where they can be purchased will be provided prior to enrolment.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to FNS50222 Diploma of Accounting (not offered at CDU). On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Accounts administration
- Accounts clerk
- Accounts payable officer
- Accounts receivable officer
- Bookkeeper
- Debtors clerk
- Payroll officer

QUALIFICATION CONTENT

To achieve a Certificate IV in Accounting and Bookkeeping, a total of thirteen (13) units of competency must be completed comprising ten (10) core and three (3) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems

ELECTIVE UNITS

BSBWRT311	Write simple documents
BSBTEC301	Design and produce business documents
BSBOPS304	Deliver and monitor a service to customers
FNSACC405	Maintain inventory records
BSBPEF501	Manage personal and professional development
FNSACC323	Perform financial calculations

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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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing

CONTACT DETAILS

Business and Workforce Management

E. TAFE@cdu.edu.au
T. 08 8946 7517 (ECP) 08 8959 5461 (ASP)
W. https://www.cdu.edu.au/tafe

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

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