**COURSE FACT SHEET**

**FNS40222 Certificate IV in Accounting and Bookkeeping**

**For domestic students and non-student temporary visa holders with full study right**

**Global Business College of Australia:**

We are a vocational education and training provider committed to improving students’ practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

**GBCA Values:** Innovative Minds, Caring Hearts, Global Skills

**Course Description:**

This course is part of the Financial Services Training Package and satisfies the Australian Qualifications Framework (AQF) guidelines. This qualification reflects the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

This may include:

* Establishing and maintaining manual and computerised accounting systems
* Completing Business Activity Statements (BAS) and other office financial statements
* Developing bookkeeping management systems for organisations
* General administration.

This qualification is suitable for candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

*Candidates intending to apply for a BAS agent registration with the Tax Practitioners Board must undertake assessments for the units FNSTPB411 and FNSTPB412 separately, under supervision. Please make an inquiry with us prior to enrolment.*

**Course duration:**

This course is delivered over a maximum of one year, including public holidays and term break. Fastrack learners may complete the course in a shorter duration.

**Mode of study:** Self-pace, Online

**Duration:** Applicants are expected to complete this qualification within an 8-month period. A course extension fee may apply for candidates who exceed the recommended timeframe.

**Campus location:** 337-339 La Trobe Street & 338 Queen Street, Melbourne 3000

**Entry requirements:**

There are no set requirements for this course. It is recommended that domestic students would meet one of below requirements:

* Satisfactory numeracy and literacy skills to undertake this course, or
* Mature age and have sufficient work experience to successfully undertake this course, or
* Satisfactory complete year 11.

**Material requirement:**

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face-to-face classes. They will need to work on MYOB throughout the course. The MYOB educational version will be provided along with the learning resources, which are sold separately by Learner Link.

**Course Structure:**

|  |
| --- |
| **Units of competency** |
| 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 |
| FNSACC323 Perform financial calculations |
| BSBTEC301 Design and produce business documents |
| BSBPEF501 Manage personal and professional development |

**Assessment methods:**

A variety of assessment methods will be used throughout the course, including Written Questions, Practical Activities, Role Plays, Case Studies, Project, Assignment, Integrated Practical Activities or Verbal Questioning.

*Candidates intending to apply for a BAS agent registration with the Tax Practitioners Board must undertake assessments for the units FNSTPB411 and FNSTPB412 separately, under supervision. Please make an inquiry with us prior to enrolment.*

**Tuition and Non-Tuition fees:** Please refer to the Fee Schedule – domestic students.

**Compliant statement:**

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

**Government funding:**

Very limited funding\* places are available for eligible candidates.

\* Funding available for this course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program.

**Course enquiries:**

Tel: 9041 3050

Email: [enquiry@gbca.edu.au](mailto:enquiry@gbca.edu.au)

**This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.** 