FNS40215
Certificate IV in Bookkeeping

2018 Course Information
South
General Information

The Certificate IV in Bookkeeping qualification is designed to reflect the role of people who aspire to work as a contract bookkeeper or employee performing the role of a bookkeeper in an organisation who performs duties such as:

- Preparing Business Activity Statements
- Assisting with compliance of other regulatory requirements
- Business taxes
- Payroll preparation and recording
- Development and maintenance of bookkeeping and management systems
- Financial reports

A Certificate IV in Bookkeeping will provide you with the minimum educational requirement for registration as a BAS Agent with the Tax Practitioners Board. For further requirements to become a BAS Agent, see www.tpb.gov.au.

A career in the accounting and financial services area is one of the most useful choices a person can make. Accounting is the backbone to all businesses and is a language that crosses international borders. People with a TasTAFE accounting and finance qualification can be found working in a range of organisations in Tasmania, in other Australian states and territories and in overseas countries. These organisations include small businesses, public sector organisations, not for profit organisations, public accounting firms, banks, building societies, finance companies, larger corporations, and local government.

Aim of the Courses

The Accounting and Finance courses provide an educational program for persons wishing to undertake a wide variety of accounting functions requiring a sound general training in accounting and finance procedures.

There are five courses, which progress from a basic entry level bookkeeping and clerical level certificate to advanced diploma level. The more advanced courses provide competency in skills and knowledge essential for areas such as computerised accounting, taxation and other regulatory requirements, advanced management and financial accounting.

Articulation Arrangements

Where prospective students hold existing TAFE, Tasmanian Polytechnic or TasTAFE accounting qualifications (or parts of qualifications) credit may be given into the current courses in the Accounting Program. Simply ask your teacher.

Information about the Qualifications

The Financial Services Training Package is a framework that has been developed by industry to meet the demands of the rapidly changing employment and training needs of the financial services industry. The Financial Services Training Package describes national industry competency standards and national qualifications that relate to the achievement of the competencies. The courses we offer have been developed using these competencies and qualifications and are fully accredited under the Australian Qualifications Framework.

The courses are structured so as foundation knowledge and skills are covered in the initial certificates with later certificates and diplomas building upon this learning with more complex knowledge and skills.
Enrolment

- The enrolment process with TasTAFE requires the completion of several forms. This includes a career pathway plan and training subsidy form. You are also required to provide proof of identity and evidence of concession – if applicable.
- The enrolment process will also include participating in a Literacy Language (reading) & Numeracy Skill Indicator Assessment (Suitability Assessment). This requirement is designed to ensure you are able to access the most appropriate study and learning pathway to achieve your qualification goals.
- To enrol with TasTAFE, you must have a USI (Unique Student Identifier). The Australian Government requires all students to hold a unique student identifier (USI) - visit www.usi.gov.au to create your USI.
- Once enrolled, you will be provided with a Username and Password which will enable you to access online course work materials. This process can take up to 48 hours.

Fees for 2018

Fees are paid on a qualification basis rather than for the individual units that comprise qualifications. Fees for the Certificate IV in Bookkeeping qualification in 2018 are not available for entitled students and $1,585 for non-entitled students. Students who satisfy the following conditions are eligible for the entitled fee:

- Australian or New Zealand citizen, or permanent resident of Australia, or hold a state sponsored visa on a pathway to permanent residence, and
- Must reside in Tasmania, and
- Be of working age (16 – 65), and
- Have not completed a Certificate III qualification or higher in the past 5 years.

Students who are eligible for the entitled fee are required to complete a Training Subsidy Information Form at time of enrolment.

Students may also be eligible for a concession fee if:

- Receiving a Centrelink allowance such as Newstart, Youth Allowance, Disability Support Pension, Pension, Austudy or Abstudy
- Listed on a current Centrelink Card as a dependent
- Have a current Heath Care Card

Concession fees are not available to students who are on a registered contract of training. Students claiming a concession must provide evidence of eligibility at the time of enrolment.

Important information in relation to fees

- Concession fee cap does not apply to or include Unit Resource Fees.
- Upfront payment can be made by EFTPOS, credit card, cash or cheque.
- Alternative payment options by Instalment Plans can also be accessed.
- Fee Sponsorship may be applicable for fee payment through agreement with a relevant fee sponsor, such as a Job Network Agency
- If you withdraw from the course prior to the advised Census date, a refund of fees paid is available
- Further information on fee payment eligibility and options can be discussed with your enrolling teacher.

You can discuss fees and payments, including our refund policy, prior to enrolment and further information is available at: http://www.tastafe.tas.edu.au/future/fees-and-payments/
Qualifications - 2018
In 2018, TasTAFE will offer training and recognition services in these qualifications from the Financial Services Training Package.

- FNS30315 Certificate III in Accounts Administration
- FNS40215 Certificate IV in Bookkeeping
- FNS40615 Certificate IV in Accounting
- FNS50215 Diploma of Accounting
- FNS60215 Advanced Diploma in Accounting

Completion of the qualifications in order is designed to enable students to acquire the necessary skills and knowledge to work effectively at given levels in the financial services industry and the accounting profession specifically. Admission directly into the Diploma is possible, but would require an applicant to have a range of underlying skills and knowledge that would need to be assessed through a recognition process.

A Certificate IV in Bookkeeping from TasTAFE has equal status around Australia and credit for study in Tasmania can be easily transferred to another Accounting course if you move interstate.

Entry requirements
There are no formal entry requirements for Certificate IV in Bookkeeping. However all students will need to successfully complete a Literacy, Language and Numeracy Skill Indicator Assessment prior to enrolment.

Course duration
The course is offered flexibly part-time over a 2 year period.

Flexible students are able to commence units at any time. Support is offered through email, telephone and individual appointment. A weekly study session for flexible students is held every Wednesday evening during the Semester (5-8pm) where students can come to TAFE and get assistance from the teacher. Any unit commenced needs to be completed by the end of the year.

Competency–based training
Certificate IV in Bookkeeping is offered under the Financial Services Training Package and is competency-based – that is; - the ability to perform something to an agreed standard. Learning and assessment involves completion of activities, assignments and knowledge activities. To further enhance your skill level you should consider accessing voluntary work placement opportunities - talk with your teacher for more ideas on this.

Resources
Flexible learning involves you allocating time to study – rather than turning up to a physical class, you have choices in deciding when you switch into study mode and allocate time to study. A positive attitude to making that time happen will give you the greatest success in achieving.

Some people prefer to come in and study in the Wednesday night sessions. This is not compulsory if you prefer to work from home. If you work from home, you will require a computer with internet connection and an email address so we can communicate with you.

TasTAFE can provide a daytime flexible learning environment with individual access to computers within the Libraries at regional campuses as an option.
Learning support – from us to you
Learning support is provided throughout the online course. A teacher/facilitator is available to assist you reaching your learning goals.
You are expected to show some independence in your learning. Your Teacher is available to provide advice, but ultimately you are the one who needs to make time to complete your goals. Activities should have agreed deadlines for completion and it is your responsibility to ensure you meet these deadlines.

Work Presentation
Consider how you should present work to meet workplace standards. This means that work is to be word-processed, proof-read and formatted in a professional manner.
Work involving the completion of forms and/or including calculations should be accurate, neat and legible.

Assessment summary
Assessment will include:
- Observation/Checklists from workplaces if relevant
- Completion of activity and assignment tasks
- Short answer questions
- Research tasks
- Supervised assessments
- Preparing financial simulations and reports

Assessment feedback
Feedback may identify:
- Corrections required to demonstrate competency
- Missing and incomplete work
- Re-assessment requirements (if any)
- Your final result
- Recommendations for future action (if relevant).
- You are provided with 3 attempts at assessment tasks, with feedback provided at each attempt.
You will also be able to check your feedback with your teacher or through your online course.

Recognition of Prior Learning
If you have skills and experience to meet all the competencies of any units and can demonstrate/document that competency, then you may apply for recognition of prior learning. Please talk to the enrolling teacher for more information.
Units of Competency

FNS40215 Certificate IV in Bookkeeping requires completion of 13 units of competency. These comprise 6 core units and 7 electives. For information on electives, please go to training.gov.au. If you wish to include electives from other Training Packages, or you have studied units previously with a different Registered Training Organisation please talk with the Teacher/Facilitator at enrolment. For this course, the units offered are as follows:

A copy of each competency standard against which you will be assessed will be provided. Further information on each unit can be accessed at www.training.gov.au

Core units (6)

FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG404 Carry out business activity and instalment activity statement tasks
FNSBKG405 Establish and maintain a payroll system
FNSINC401 Apply principles of professional practice to work in the financial services industry
BSBFIA401 Prepare financial reports
BSBITU306 Design and produce business documents

Elective units (7)

FNSBKG402 Establish and maintain a cash accounting systems - Group A
FNSBKG403 Establish and maintain an accrual accounting system - Group A
(FNSBKG402 is a prerequisite unit)
FNSACC301 Process financial transactions and extract interim reports - Group B
FNSACC302 Administer subsidiary accounts and ledgers - Group B
FNSACC406 Set up and operate a computerised accounting system - Group C

Choose these two unit if you need more practice using MYOB
BSBFIA303 Process accounts payable and receivable
BSBFIA302 Process payroll

Unit descriptions

BSBFIA401 Prepare financial reports

This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.

Elements

- Maintain asset register
- Record general journal entries for balance day adjustments
- Prepare final general ledger accounts
- Prepare end of period financial reports
**FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities**

This unit describes the skills and knowledge required to develop, implement and maintain policies and practices required to ensure the provision of quality service for in-house or contracted bookkeeping activities.

**Elements**
- Develop a professional working relationship with relevant parties
- Carry out research to identify compliance requirements and support materials
- Set up and maintain appropriate systems to meet compliance requirements

**FNSBKG404 Carry out business activity and instalment activity statement tasks**

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS) and other required reports.

**Elements**
- Identify individual compliance and other requirements
- Recognise and apply GST implications and code transactions
- Report on payroll activities
- Report on other amounts withheld, Pay As You Go (PAYG) instalments and taxes
- Complete and reconcile the Activity Statement
- Lodge Activity Statement

**FNSBKG405 Establish and maintain a payroll system**

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process accurate payroll data for manual and computerised systems.

**Elements**
- Record payroll data
- Payroll preparation
- Handle payroll enquiries
- Maintain payroll

**FNSACC406 Set up and operate a computerised accounting system**

This unit describes the skills and knowledge required to modify and operate an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions within the system, maintaining the system, producing reports and ensuring system integrity.

**Elements**
- Implement an integrated accounting system
- Process transactions within the system
- Maintain the system
- Produce reports
- Ensure system integrity

**FNSINC401 Apply principles of professional practice to work in the financial services industry**
This unit describes the performance outcomes, skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements and model and meet expectations of these in all aspects of work.

Elements
- Identify the scope, sectors and responsibilities of the industry
- Identify and apply financial services industry guidelines, procedures and legislation
- Identify sustainability issues for the financial services industry
- Manage information
- Participate in and facilitate work team activities
- Plan work to be completed taking into consideration time, resources and other constraints
- Develop and maintain personal competency

BSBITU306 Design and produce business documents

This unit describes the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

Elements
- Select and prepare resources
- Design document
- Produce document
- Finalise document

FNSACC301 Process financial transactions and extract interim reports

This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journals to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports.

Elements
- Check and verify supporting documentation
- Prepare and process banking and petty cash documents
- Prepare and process invoices for payment to creditors and for debtors
- Prepare journals and batch monetary items
- Post journals to ledger
- Enter data into system
- Prepare deposit facility and lodge flows
- Extract a trial balance and interim reports

FNSACC302 Administer subsidiary accounts and ledgers

This unit describes the skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, and remit payments to sundry creditors.

Elements
- Review accounts receivable process
- Identify bad and doubtful debts
- Review compliance with terms and conditions and plan recovery action
- Prepare reports and file documentation
- Distribute creditors invoices for authorisation
- Remit payments to creditors
- Prepare accounts paid report and reconcile balances outstanding

FNSBKG402 Establish and maintain cash accounting systems
This unit describes the skills and knowledge required to establish and administer a cash receipts and payments systems, and manage bank reconciliations and reporting responsibilities for manual and computerised systems.

Elements

- Identify relevant information and establish chart of accounts
- Analyse and verify source documents
- Process receipts and payments
- Set up and maintain petty cash system
- Process and reconcile credit cards
- Manage bank reconciliations and prepare and produce report

FNSBKG403 Establish and maintain an accrual accounting systems

This unit describes the skills and knowledge required to establish debtors and creditors, manage debt recovery, perform reconciliations and prepare reports for accrual accounting in manual and computerised accounting systems.

Elements

- Manage chart of accounts
- Process invoiced, adjustment notes and other general ledger transactions
- Manage contra entries
- Identify and process bad debts
- Manage debt recovery
- Prepare and produce reports and trial balance

BSBFIA302 Process payroll

This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.

Element

- Record payroll data
- Prepare payroll
- Handle payroll entries

BSBFIA303 Process account payable and receivable

This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable.

Elements

- Maintain financial journal systems
- Prepare bank reconciliations
- Maintain accounts payable and accounts receivable systems
- Process payments for accounts payable
- Prepare statements for accounts receivable
- Follow up outstanding accounts
For further information, contact:

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