HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Develop your accounting expertise

This qualification reflects accounting job roles in financial services, and other industries requiring accounting support functions.

This program, in particular, has been designed specifically for Aboriginal and Torres Strait Islanders.

Completion of this qualification meets the minimum academic requirements with the Tax Practitioners Board (TPB) for registration as a BAS agent. Note that, in addition to the academic requirements, the TPB requires extensive relevant experience for registration. Certificate IV provides foundation skills

LOCATION/S
Cairns, Torres Strait

DURATION
Full time: 9 months / Residential block training (4 x 2 week blocks)

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Cairns, Torres Straits</td>
<td>Classroom</td>
</tr>
<tr>
<td>Residential block training (4 x 2 week blocks), Express your interest</td>
<td></td>
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</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafenorth.edu.au/course/10867

Entry requirements

While there are no prerequisites for the course, it is recommended students have computer

Resources required

Students can either purchase their text books or borrow from the TAFE set.

What are my payment options?

No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 656 959. We're here to help.

Prices are subject to change.

...more online

<table>
<thead>
<tr>
<th>FULL FEE</th>
<th>$4,335</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the total cost of the course.</td>
<td></td>
</tr>
</tbody>
</table>

Got a question?
Enquire about your full fee study options

<table>
<thead>
<tr>
<th>SUBSIDISED</th>
<th>$2,670</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCESSION</th>
<th>$2,170</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.</td>
<td></td>
</tr>
</tbody>
</table>

Accurate as at 20 October 2017. For the latest information see:
tafenorth.edu.au/course/10867

RTO 0275
CRICOS 03020E
Outcome
FNS40615 Certificate IV in Accounting

Job prospects
- Bookkeeper
- Accounting Clerks
- Accounts Officer
- Accounts Receivable and Payable Clerk
- Payroll Officer
- BAS Agent

Units
Students need to successfully complete 13 units to gain the qualification; 10 core and 3 elective units.

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Core</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC402</td>
<td>Prepare operational budgets</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBK405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBK404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC407</td>
<td>Produce job costing information</td>
<td>Elective</td>
</tr>
</tbody>
</table>

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL
Enrol now
You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning

Accurate as at 20 October 2017. For the latest information see:
tafenorth.edu.au/course/10867

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Disclaimer

Not all electives available at all campuses

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

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