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

Develop your accounting expertise

Certificate IV in Accounting is for those wishing to gain knowledge and expertise in accounting job roles in financial services and other industries. Learn how to set up and manage payroll, prepare business activity statements and financial reports for small business, setup and operate MYOB Accounting Software.

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.

LOCATION/S

Cairns, External

DURATION

Part time: up to 14 months / up to 2 nights per week
Full time: up to 14 months / up to 2 nights per week

Course delivery options

WORKLOAD | LOCATION | DELIVERY
--- | --- | ---
Full time  up to 2 nights per week | Cairns | Classroom
Part time  up to 2 nights per week | Cairns | Classroom
External | Recognition of prior learning (RPL)

Entry requirements

Preferred pathway into this program is Certificate III in Accounts Administration, however...

Resources required

Please be aware that you will also need to supply the following items at your cost:

Important Information

As required by the Tax Practitioners Board...

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.

Got a question? Enquire about your full fee study options

FULL FEE | $2,960 - $4,305
This is the total cost of the course.

SUBSIDISED | $1,440 - $2,678
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.

CONCESSION | $1,088 - $2,190
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

Accurate as at 29 September 2017. For the latest information see:

tafenorth.edu.au/course/15838

RTO 0275
CRICOS 03020E
Outcome
FNS40615 Certificate IV in Accounting

Job prospects
- Accounts Clerk
- Accounts Officer
- Bookkeeper

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

Stage 1
- **FNSACC303** Perform financial calculations [Elective]
- **FNSACC301** Process financial transactions and extract interim reports [Core]

Stage 2
- **BSBITU402** Develop and use complex spreadsheets [Elective]
- **FNSACC302** Administer subsidiary accounts and ledgers [Core]

Stage 3
- **FNSACC406** Set up and operate a computerised accounting system [Core]
- **BSBFIN401** Prepare financial reports [Core]

Stage 4
- **FNSBKG405** Establish and maintain a payroll system [Core]
- **FNSACC402** Prepare operational budgets [Core]

Stage 5

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:

Enrolment options

Accurate as at 29 September 2017. For the latest information see:
[tafenorth.edu.au/course/15838](https://tafenorth.edu.au/course/15838)
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<tr>
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<tbody>
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<td>FNSBGK404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Core</td>
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<tr>
<td>FNSBGK401</td>
<td>Develop and implement policies and procedures relevant to bookkeeping activities</td>
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**Stage 6**

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**Disclaimer**

Not all electives available at all campuses

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**Recognition of prior learning**

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:**