FNS40215
Certificate IV in Bookkeeping

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

Industry endorsed  Payment options  Student satisfaction

Keep your books updated!

If you currently work as a Bookkeeper or in accounts and are interested in becoming qualified this course is for you. It meets the minimum educational qualifications of the Tax Practitioners Board for becoming a Registered BAS Agent and also includes the BAS & Payroll units which are also required by the TPB.

LOCATION/S
Cairns

DURATION
Full time: up to 14 months / up to 3 nights per week

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time up to 3 nights per week</td>
<td>Cairns</td>
<td>Classroom</td>
</tr>
</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/16775](http://tafenorth.edu.au/course/16775)

Entry requirements
Preferred pathway into this program is Certificate III in Accounts Administration, however...
[...more online](http://tafenorth.edu.au/course/16775)

Resources required
Please be aware that you will also be required to supply the following items at your cost:
- Textbooks are required to...
[...more online](http://tafenorth.edu.au/course/16775)

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](http://tafenorth.edu.au/course/16775)

FULL FEE | $4,250
This is the total cost of the course.

SUBSIDISED | $2,625
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 | $2,137
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.

Accurate as at 29 September 2017. For the latest information see:
[tafenorth.edu.au/course/16775](http://tafenorth.edu.au/course/16775)
**Outcome**

FNS40215 Certificate IV in Bookkeeping

**Job prospects**
- Accounting Clerks
- Bookkeeper
- Accounts Officer

**Units**

Students need to successfully complete 13 units to gain the qualification; 6 core and 7 elective units

<table>
<thead>
<tr>
<th>Stage</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Elective</td>
</tr>
<tr>
<td>Stage 1</td>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Elective</td>
</tr>
<tr>
<td>Stage 2</td>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>Stage 2</td>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
<td>Elective</td>
</tr>
<tr>
<td>Stage 3</td>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>Stage 4</td>
<td>FNSBKKG405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>Stage 4</td>
<td>FNSACC402</td>
<td>Prepare operational budgets</td>
<td>Elective</td>
</tr>
<tr>
<td>Stage 5</td>
<td>FNSBKKG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</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:

**Enrolment options**

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

**Recognition of prior learning**

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RTO 0275
CRICOS 03020E
### Stage 6

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSBKG401</td>
<td>Develop and implement policies and procedures relevant to bookkeeping activities</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>
</tbody>
</table>

**Disclaimer**

Not all electives available at all campuses

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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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**Make your future happen**

Connect with TAFE on Facebook

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