Certificate IV in Accounting (FNS40611)

Take control of your career. Achieve a nationally accredited Certificate IV in Accounting qualification.

Pathway to Become a BAS Agent, Tax Agent or Account
CERTIFICATE IV IN ACCOUNTING

A career in Accounting offers opportunities for you to enjoy a rewarding career and afford a great lifestyle and all you need to do is study to gain or upgrade your educational qualification.

The Macquarie difference
Macquarie delivers uniquely designed courses and programs that aim to provide you with the tools and skills necessary to succeed in the Financial Services industry. Macquarie’s team of industry based professionals provide education that is affordable and flexible and is based on real world practical skills-based outcomes. Macquarie’s flexible and practical teaching methodology delivers job-ready knowledge and skills to allow you to secure a place in the workforce. Macquarie has offices and students throughout Australia. Our workshop classes are conducted by a network of industry professionals.

Certificate IV in Accounting
Macquarie is recognised as an industry leader in the delivery of training in the accounting and bookkeeping sectors. See why students select Macquarie and read our testimonials from our students.

Our new Certificate IV in Accounting will provide you with basic accounting skills and train you to use computers in the accounting industry leading to well paid positions such as

• Accounts receivable & payable officers,
• Bookkeepers,
• Registered BAS Agent (subject to Tax Practitioners Board requirements)
• General clerical assistants or

Our Certificate IV in Accounting (FNS40611) allows you to become job ready to work in an accounting or bookkeeping practice and develop an exciting career in the accounting industry. Learn more about the advisory roles of accountants, tax agents, bas agents and bookkeepers. Our Certificate IV in Accounting:

• is ideal for you if you already have in a career in the accounting or finance industry;
• if you are considering a career as an accountant, bookkeeper or financial planner; and
• if you want to secure an Australian recognised accounting qualification.

What will you learn?
Our Certificate IV in Accounting course is specifically designed to teach you all facets of Accounting practice including Microsoft Excel and MYOB software.

You shall learn how to:
1. establish and maintain both cash and accrual accounting systems,
2. complete Business Activity Statements and Instalment Activity Statement tasks,
3. manage budgeting and Management reporting
4. prepare financial reports and statements,
5. address legal aspects of account
6. work with spreadsheets

Additionally, you will develop a broad range of general accounting and financial industry competencies including applying industry best practice and principles in customer service, good communication skills, software technology, as well as health, occupational and safety practices.

To register as a BAS Agent you must complete at least a Certificate IV in Accounting, and have successfully completed a Board approved course in GST/BAS taxation principles. Experienced bookkeepers will need to formalise their skills and experience to meet these educational requirements. Many will need to complete a qualification but those with extensive work experience may apply be able to use this experience as credit towards the qualification through the Recognition of Prior Learning (RPL) process.

Government funding opportunities*
Higher Education and Skills Group (HESG) funding is available to qualifying individuals to encourage their development by obtaining a higher qualification than they currently hold. You can save thousands of dollars by undertaking a training plan suited to your career development. The HESG program is not a loan but a grant funded by Commonwealth and Victorian Government funding based on units of study undertaken. Check the eligibility criteria below to determine whether you qualify. Students who undertake the course by distance education and may choose to participate in class based workshops at no additional cost.

Securing Jobs for the Future is a Victorian State Government initiative

* This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsides. Limited Offer. Terms and Conditions apply.
Eligibility criteria

Step 1: Are you a citizen or permanent resident?
To be eligible you must be either:
• an Australian citizen
• an Australian Permanent Resident (PR) (holder of a permanent visa)
• a holder of a special Category Visa (sub-class 444, New Zealand citizen)
• an East Timorese asylum seeker
• a holder of a Temporary Protection Visa

Step 2: Do you live in Victoria?
Training needs to be delivered within Victoria by a Victorian RTO. Macquarie is based in Victoria and a Registered Training Provider (RTO) that delivers nationally accredited qualifications that receive government funding.
You do not need to be a Victorian to get HESG funding, however you need to study in Victoria to qualify.

Step 3: Do you already hold a higher qualification (eg Advanced Diploma) in any field?
If you are 20 years of age or older and do not hold an equivalent or higher qualification in any field, then you are eligible for this funding. So if you have gone to high school but have not gone any further in your studies, you qualify to apply for funding.
If you have gone to TAFE and completed a certificate course you still qualify for a subsidy for the Diploma and Advanced Diploma.
If you have a degree qualification or higher however you are not eligible for government funding.
If you have started a degree but have not yet attained the qualification then you may be eligible for funding.

Course fees
Macquarie has successfully secured government funding through the Higher Education and Skills Group (Skills Victoria) program.

Student support
Macquarie provides students with unlimited & free:
• Personal Mentor
• Classroom Workshops
• 1300 Helpline
• E-mail Support Resubmissions
• No Re-sit Fees

Work in the accounting industry
The financial services and accounting industry is attractive for a number of reasons
• Large variety of job roles
• 3rd largest sector of the Australian economy
• Largest employer
• Safe and enjoyable work environment
• Highest income per person
• Increasing growth prospects

Certificate IV in Accounting
This course has been developed under the new Australian Qualifications Framework (AQF). Therefore the course is nationally accredited and industry recognised.

Course resources
All Learning Resources are
• current
• contain comprehensive learning tools
• contain recent legislative changes and
• provide flexible delivery options.
- Day, Night & Weekend classes
- Distance Learning (Self-paced learning)
You have the option of completing the course either by classroom or distance delivery/online in the form of self-paced learning. Our website provides details of the next classroom workshop

How do I enrol?
Call our career consultant to tailor your enrolment to suit your needs 1300 65 63 11
Prior to enrolment please ensure you read & understand the pre-enrolment information and the terms and conditions contained in the Student Information Guide as they relate to your course and confirm that you are proficient with Microsoft Office 2010, Adobe Acrobat and email software on a personal computer.
Units of competency
The Macquarie Certificate IV in Accounting (FNS40611) course is comprised of 17 units of competency
• The Macquarie Certificate IV in Accounting (FNS40611) course is comprised of 17 units of competency
• FNSACC301A Process financial transactions and extract interim reports
• FNSACC403B Make decisions in a legal context
• FNSACC404A Prepare financial statements for non-reporting entities
• FNSACC406A Set up and operate a computerised accounting system
• FNSBKG404A Carry out business activity and instalment activity statement tasks
• FNSINC401A Apply principles of professional practice to work in the financial services industry
• BSBFIA401A Prepare financial reports
• BSBITU306A Design and produce business documents
• BSBOHS201A Participate in OHS processes
• FNSACC302A Administer subsidiary accounts and ledgers
• FNSACC401A Process business tax requirements
• FNSACC402A Prepare operational budgets
• FNSACC407A Produce job costing information
• BSBITU402A Develop and use complex spreadsheets
• FNSACC503A Manage budgets and forecasts
• FNSACC507A Provide management accounting information
• FNSACC504A Prepare financial reports for corporate entities

Recognition
If you have prior experience or other qualification and wish to undertake the Certificate IV in Accounting to formalise this experience to ensure compliance with Government changes then RPL may be available to you. You simply need to provide Macquarie with evidence of competency for the units offered within this qualification.

Course delivery & duration
This qualification is delivered to students via Distance Learning. As a value addition, students may attend optional face-to-face classroom workshops which Macquarie conducts on a periodic basis. Macquarie Classroom Workshops are designed to provide conceptual clarity of key topics and issues contained in the course content. Workshops are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes.
It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss. Students may select from a range of classroom workshops that are scheduled and published on the Macquarie website. There will be no limit to the number of times a student can attend the same workshop.
It is expected that on average, students will have the following study load to complete this course:

<table>
<thead>
<tr>
<th>Study Hours</th>
<th>870</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks</td>
<td>24</td>
</tr>
<tr>
<td>Study Hours per Week</td>
<td>36.25</td>
</tr>
</tbody>
</table>

Students shall take up to 36.25 hours a week over a 6 month period to complete this Certificate. During this period students shall be reading, conducting research, performing assessments and managing feedback. Classroom Workshop attendance is optional but is available to assist in completing assessments, networking & understanding career opportunities.
The course duration is 6 months with a further 6 months provided if 50% of the assessments have been completed or hardship circumstances require. This qualification is delivered to students via Distance Learning.