Certificate IV in Bookkeeping (FNS40211)

Take control of your career. Achieve a nationally accredited bookkeeping qualification.

Become a BAS Agent
CERTIFICATE IV IN BOOKKEEPING

A career in Bookkeeping 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.

Learning outcomes
- Compliance with educational requirements of BAS Agent legislation
- Use an Accounting System (MYOB) to complete bookkeeping tasks
- Manage Accounts Payable and Receivable
- Manage Payroll
- Complete financial reporting
- Gain an insight into the Australian Financial Industry
- Understand basic taxation as it relates to small businesses

Professional outcomes
- Professional bookkeeper
- MYOB professional
- Payroll professional
- Accounts Payable and Receivable professional
- BAS Agent (subject to Tax Practitioners Board requirements)

Course benefits
Nationally accredited program
- Unlimited access to classroom workshops (day and evening) over a 6 month period and can be completed earlier.
- Recognition of Prior Learning (RPL) and Current Competencies
- Flexible study options and tailor-made solutions to your training needs
- Unique, real-world training led by industry experts

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.

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 (subclass 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.

* This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsidies. Limited Offer. Terms and Conditions apply.
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 bookkeeping industry
The financial services and bookkeeping 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 Property Services
This course has been developed under the new Australian Qualifications Framework (AQF) (released in 2011). Therefore the course is nationally accredited and industry recognised.

Career Opportunities
Successful completion of this qualification may lead to career opportunities such as:
• Start Your Own Business
• Accounts Payable/Receivable
• Payroll Officer
• Bookkeeper
• Entry-level Administrator Officer
• Certified BAS Agent
• Recognition of Prior Learning

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside of the formal education and training system, against the requirements of a qualification.

Assessment
The Certificate IV in Bookkeeping has been developed to utilise holistic workplace assessment activities. The Australian Skills Quality Authority (ASQA) requirements for competency based training and assessment criteria for this course are built into all of our courses. The assessment methods used during the course may include:
• Practical group exercises
• Group Discussion
• Work based assignments/projects
• Please note that the assessment activities are completed outside of the course workshop sessions.

Pre-requisites
There are no pre-requisites, however, you should have the ability to pass the Learning Literacy and Numeracy Test (LLN) and have a good understanding of English Language. Students require access to and an understanding of how to use:
• a Personal Computer with Microsoft Windows (Mac and Unix are not supported)
• Internet and email Microsoft Excel, Powerpoint, Word 2010 and pdf documents
• MYOB AccountRight education edition will be supplied in training.
Units of competency

The Certificate IV in Bookkeeping (FNS40211) provides participants with the skills required to perform the bookkeeping needs of a business. The Certificate IV in Bookkeeping (FNS40211) is comprised of 14 units of competency:

- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBHOHS201A Participate in OHS processes
- FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSBKG405A Establish and maintain a payroll system
- FNSINC401A Apply principles of professional practice to work in the financial services industry
- BSBITU402A Develop and use complex spreadsheets
- FNSACC303A Perform financial calculations
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC405A Maintain inventory records
- FNSACC406A Set up and operate a computerised accounting system

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>600</th>
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</thead>
<tbody>
<tr>
<td>Weeks</td>
<td>24</td>
</tr>
<tr>
<td>Study Hours per Week</td>
<td>25</td>
</tr>
</tbody>
</table>

Students shall take up to 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.