

# FNS40217

## Certificate IV in Accounting and Bookkeeping



**Career Training Institute (CTI) is offering a 2019 enrolment opportunity for students wishing to further their career opportunities by undertaking FNS40217 Certificate IV in Accounting and Bookkeeping.**

This qualification is suited to those working in the accounting industry, including BAS Agents and contract bookkeepers; and those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a tax payer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing activities.



### ROUND THE CLOCK ACCESS

Access your course material any time and anywhere at your convenience.



### ONE ON ONE TRAINER SUPPORT

Personalised trainer support by phone, email and messaging to help maximise your potential.



### FLEXIBLE LEARNING

Online delivery so you can self-direct your learning.



### SET MILESTONES

Scheduled milestones and reminders to help keep you on track to success.

### Course structure

To graduate from this course, students are required to complete thirteen units: eight core units plus five electives. The following units in this course have been selected by CTI after investigation informed by engagement with industry.

### Units of Competency

FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
BSBFIA401	Prepare financial reports
BSBFIA412	Report on financial activity
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial reports for non-reporting entities
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBSMB412	Introduce cloud computing into business operations
BSBITU402	Develop and use complex spreadsheets
FNSACC405	Maintain inventory records
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems

Students graduating from this course will be equipped with a range of skills to work in business related roles such as an administration officer, marketing assistant or customer service representative.

### Entry requirements

There are no specific entry requirements, but it is expected that students will have the ability and aptitude commensurate with completing a secondary school education.

On enrolment, students will be given access to their course on the CTI Learning Management system. Prior to course commencement students are required to complete a Language, Literacy and Numeracy test. Pending the result of this test, the student will be permitted to continue to the course.

### Duration

The course is designed to be completed over a period of 21 months.

For the 2019 enrolment intake, the student has until 28 February 2021 to complete the course, which allows some flexibility. A schedule for the completion of each unit will be established by CTI, and it is expected that students will commit to comply with this schedule.

If the course is not completed by the end of the enrolment period, the student will be required to enrol for an additional period at full new enrolment cost.

### Course Fees

In 2019 CTI has implemented a new course structure and delivery platform and is offering a 50% discount to clients off the standard course fee.

The total cost of enrolment in FNS40217 Certificate IV in Accounting and Bookkeeping in 2019 will be \$2,600.00

This enrolment will conclude on 28 February 2021.

Course fees are GST free.

Clients will be charged 50% (\$1,300.00) at course commencement and will be charged for the remaining 50% (\$1,300.00) after six months.



### HOW TO APPLY

Applications open on 1 December 2018 and close on 31 March 2019.

An online application is available from [www.careertraining.edu.au](http://www.careertraining.edu.au) under the **Postgraduate** tab.

Early applicants will be given access to the Learning Management System from mid-January.

For students already enrolled in this course under the 2018 Career Advantage Program (CAP), please complete the Employer Agreement, also available under the **Postgraduate** tab and email it to [admin@careertraining.edu.au](mailto:admin@careertraining.edu.au).

### Find out more

T: 1300 284 111

E: [info@careertraining.edu.au](mailto:info@careertraining.edu.au)

W: [www.careertraining.edu.au](http://www.careertraining.edu.au)