

# FNS40217

## Certificate IV in Accounting and Bookkeeping



Career Training Institute (CTI) is offering a 2022 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, exercise judgement in completing accounting and bookkeeping activities autonomously and exercise judgement in completing accounting and bookkeeping 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
BSBITU306	Design and produce business documents
FNSACC414	Prepare financial reports for non-reporting entities
FNSACC412	Prepare operational budgets
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

This qualification is currently cited as meeting the TPB education requirements for registration. Persons seeking BAS agent registration should check current registration requirements with the TPB.

### 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 2022 enrolment intake, the student has until 30 November 2023 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

The total cost of enrolment in FNS40217 Certificate IV in Accounting and Bookkeeping in 2022 is \$2,600.00. This enrolment will conclude on 30 November 2023.

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.

Textbooks are required and will be supplied by CTI at an additional cost of \$550.00 (incl. GST). This is a compulsory levy.

### Pathway from this qualification

CTI offers the FNS50217 Diploma of Accounting.



### HOW TO APPLY

Applications open on 1 November 2021 for a start from December 2021.

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.

### Find out more

T: 1300 284 111

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

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