



FROM POSSIBILITY TO ACTUALITY



NATIONALLY RECOGNISED
TRAINING

Certificate IV in Accounting and Bookkeeping

National Course Code: FNS40217 CRICOS Course Code: 097747K

Duration: 52 Weeks

Course Description

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of 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 taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Entry requirements

The course will be available for those students who completed year 12 or equivalent. All International Students must have an English ability at the IELTS 5.5 or equivalent.

Vocational outcomes

Graduates of this qualification should be able to work in various accounting job roles with duties such as completing Business Activity Statements (BAS) and lodging taxes, operational reporting, producing non-complex management reports including compiling budget information, compiling data for job costing reports, supervising the operation of computer-based financial systems, classifying, recording and reporting accounting information, maintaining inventory records, managing a small office, ensuring relevant legal requirements are adhered. Job roles may include Accounts Receivable and Payable Clerks, Payroll clerks, Bookkeepers, General Clerical Assistants & Trainee Accountants.

Target Group

The target group for the FNS40217 Certificate IV in Accounting and Bookkeeping is people who have an interest in the accounting and book-keeping aspect of the financial services industry and would like to commence their career in accounting sector. The program is designed for local and international students wishing to develop their existing accounting skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to FNS50217 Diploma of Accounting. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Certificate IV in Accounting and Bookkeeping. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Accounting and Bookkeeping.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Articulation & Pathways

Under mutual recognition the Certificate IV in Accounting and Bookkeeping qualification and statement of Attainment awarded by CIBT will be recognized by other RTOs Australia wide. Upon successful completion of the Certificate IV in Accounting and Bookkeeping students may be eligible for exemption in relevant undergraduate courses.

RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

Training and Other Facilities

CIBT trains and assesses its students from its campuses in North Sydney, Sydney City and Canberra which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.

Course Structure

The 13 units of competency (8 Core and 5 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate IV in Accounting and Bookkeeping qualification.

| Unit Code | Unit Title | Core/Elective |
|-----------|---|---------------|
| BSBFIA401 | Prepare financial reports | Core |
| BSBSMB412 | Introduce cloud computing into business operations | Core |
| FNSACC311 | Process financial transactions and extract interim reports | Core |
| FNSACC312 | Administer subsidiary accounts and ledgers | Core |
| FNSACC408 | Work effectively in accounting and bookkeeping industry | Core |
| FNSACC416 | Set up and operate a computerized accounting system | Core |
| FNSTPB401 | Complete business activity and instalment activity statements | Core |
| FNSTPB402 | Establish and maintain a payroll system | Core |
| FNSACC313 | Perform financial calculations | Elective |
| BSBITU402 | Develop and use complex spreadsheets | Elective |
| FNSACC413 | Make decisions in a legal context | Elective |
| FNSACC412 | Prepare operational budgets | Elective |
| FNSACC414 | Prepare financial statements for non-reporting entities | Elective |

Crown Institute of Business and Technology Pty Ltd t/a Crown Institute of Business and Technology

ABN 86 116 018 412 RTO ID: 91371 CRICOS Provider Code: 02870D Email: info@cibt.nsw.edu.au Website: www.cibt.edu.au

North Sydney Campus: 116 Pacific Highway North Sydney NSW 2060 P 02 9955 0488 F 02 9955 3888

Sydney CBD Campus: Level 5, 303 Pitt St Sydney NSW 2000 P 02 8959 6340 F 02 9955 3888

Canberra Campus: Suite 1, Level 4, 40 Cameron Avenue, Belconnen, ACT 2617 P 02 6253 5184 Email: info.canberra@cibt.nsw.edu.au