

# FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

## ABOUT THE COURSE

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalizing financial records after year-end

## COURSE REQUIREMENTS

### DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisite or any other training package entry requirements to enrol in this course.

### INTERNATIONAL STUDENTS

English requirements:

- Must have an IELTS score of 6.0 or
- Must have a TOEFL iBT score of 64 or
- Must have a PTE Academic score of 50 or
- Must have a Cambridge English Advanced (CAE) score of 169 or
- Must have an OET score of at least B for each component
- Must be 18 Years or older
- Completed Australian year 12 or equivalent

## DURATION

- Domestic: 52 weeks
- International: 52 weeks

Please see over for Units of Study



## TRAINING DELIVERY

- Classroom delivery: Face to face training
- Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

## CONTACT US

### VICTORIA

113 Burgundy St  
Heidelberg, 3084

Phone:  
+61 3 9450 0500

Domestic: 13 13 89

### NEW SOUTH WALES

21 Argyle Street  
Paramatta, 2150

Phone:  
+61 2 9260 0400

Domestic: 13 13 89

### SOUTH AUSTRALIA

Level 2, 50 Grenfell St  
Adelaide, 5000

Phone:  
+61 8 8150 9500

Domestic: 13 13 89

### WESTERN AUSTRALIA

4/ 78 – 84 Catalano Cct  
Canning Vale, 6155

Phone:  
+61 8 6350 9400

Domestic: 13 13 89

# UNITS OF STUDY

Students will need to complete **13 Units** of Competency, consisting of **10 Core** and **3 Elective** units;  
(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
ELECTIVES	
FNSACC405	Maintain inventory records
FNSORG506	Prepare financial forecasts and projections
FNSPAY512	Process superannuation payments in payroll

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification. Detailed information is available on the ETEA website [www.etea.edu.au](http://www.etea.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.etea.edu.au](http://www.etea.edu.au)

## GOVERNMENT FUNDING

You may be able to access government funding if you meet the eligibility criteria. To check if you are eligible visit [www.etea.edu.au](http://www.etea.edu.au)

**FURTHER INFORMATION**  
Visit our website or contact your closest office for further information.  
[www.etea.edu.au](http://www.etea.edu.au)

