

COURSE FACT SHEET

FNS40215 Certificate IV in Bookkeeping

CRICOS Course Code 088906G

Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

GBCA Values: Innovative Minds, Caring Hearts, Global Skills

Course Description:

This course is part of the Financial Services Training Package and satisfies the Australian Qualifications Framework (AQF) guidelines. This qualification reflects the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

This may include:

- Establishing and maintaining manual and computerised accounting systems
- Completing Business Activity Statements (BAS) and other office financial statements
- Developing bookkeeping management systems for organisations
- General administration.

Under certain conditions, successful students may meet requirements for registration with the Tax Practitioners Board.

This qualification is suitable for candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

Course duration: 30 weeks (Including catch up class, reassessment and course breaks).

Schedule: 20 contact hours per week.

Delivery mode: Face to face training

Campus location and delivery site: 337-339 La Trobe street & 338 Queen Street, Melbourne 3000

Entry requirements:

Age requirements:

- Over 18 years of age OR
- International students under the age of 18 is required to have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval. Upon approving the arrangements, GBCA will issue a CoE and the Confirmation of

Approved Accommodation and Welfare (CAAW) Letter to the student. The letter is to be presented to the Department of Immigration and Border Protection (DIBP) when the student applies for a student visa.

Academic requirements:

- Completion of Australian year 11 or equivalent

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject, or
- Have been successfully completing at least 1 semester of a Bachelor course (or above) at an Australian University or Higher Education provider, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure:

Unit Code	Unit Name
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG402	Establish and maintain a cash accounting system
FNSBKG403	Establish and maintain an accrual accounting system
FNSBKG404	Carry out business activity and instalment activity statement tasks
FNSBKG405	Establish and maintain a payroll system
FNSINC401	Apply principles of professional practice to work in the financial services industry
BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
BSBWHS201	Contribute to health and safety of self and others
FNSACC406	Set up and operate a computerised accounting system
BSBSMB405	Monitor and manage small business operations
BSBWOR501	Manage personal work priorities and professional development
BSBWRT301	Write simple documents

Assessment methods:

A variety of assessment methods will be used throughout the course, including: Written Questions, Practical Activities, Role Plays, Case Studies, Project, Assignment, Integrated Practical Activities or Verbal Questioning.

Tuition and Non-Tuition fees: Please refer to the Fee Schedule.

Compliant statement:

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

Government funding:

Government funding is not available for this program.

Course enquiries:

If you have any enquiries, please contact: admissions@gbca.edu.au

Student support service contact:

Student Support Officer

E: Studentsupport@gbca.edu.au; T: 9041 3050

This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.

