

COURSE FACT SHEET

FNS40222 Certificate IV in Accounting and Bookkeeping

For domestic students and non-student temporary visa holders with full study right

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:

This course is delivered over a maximum of one year, including public holidays and term break. Fastrack learners may complete the course in a shorter duration.

Schedule: Two (2) sessions per week

Delivery mode: Blended learning between face -to-face and online

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

Entry requirements:

There are no set requirements for this course. It is recommended that domestic students would meet one of below requirements:

- Satisfactory numeracy and literacy skills to undertake this course, or
- Mature age and have sufficient work experience to successfully undertake this course, or
- Satisfactory complete year 11.

Domestic applicants will undertake the language, literacy and numeracy test and the digital skill test as part of the Pre-Training Review.

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes. Students will be required to work on MYOB throughout the course. MYOB educational version will be provided by GBCA.

Course Structure:

Units of competency
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
FNSACC323 Perform financial calculations
BSBTEC301 Design and produce business documents
BSBPEF501 Manage personal and professional development

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 – domestic students.

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:

This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program.

Course enquiries:

Tel: 9041 3050

Email: enquiry@gbca.edu.au

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

