

## COURSE FACT SHEET

### FNS40217 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:** Face -to-face and virtual classroom delivery via Zoom (during lock down)

**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
BSBFIA401 Prepare financial reports
BSBSMB412 Introduce cloud computing into business operations
FNSACC311 Process financial transactions and extract interim reports
FNSACC312 Administer subsidiary accounts and ledgers
FNSACC408 Work effectively in the accounting and bookkeeping industry
FNSACC416 Set up and operate a computerised accounting system
FNSTPB401 Complete business activity and instalment activity statements
FNSTPB402 Establish and maintain payroll systems <sup>1</sup>
BSBWRT301 Write simple documents
FNSACC313 Perform financial calculations
BSBWOR501 Manage personal work priorities and professional development
BSBITU306 Design and produce business documents
BSBITU304 Produce Spreadsheets

**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](mailto: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](http://www.gbca.edu.au).**

