

COURSE FACT SHEET

FNS40217 Certificate IV in Accounting and Bookkeeping

CRICOS Course Code 098488E

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: 33 weeks (Including catch up class, reassessment and course breaks).

Schedule: 20 contact hours per week.

Delivery mode: Face to face training or virtual classroom via Zoom during COVID lockdown

Campus location and delivery site: 337-339 La Trobe street, Melbourne 3000

Entry requirements:

Academic requirement:

- Completion of Australian year 11 or equivalent

Language requirement:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA ELICOS English for Academic Purposes 1 (EAP1)

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:

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
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.

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).

Course enquiries:

If you have any enquiries, please contact: enquiry@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.

