



avir
Institute of skills



FNS40222 Certificate IV **in Accounting and Bookkeeping**

CRICOS Course Code: 111637F



**NATIONALLY RECOGNISED
TRAINING**

Qualification Description

Get a head start on your finance career and combine practical bookkeeping skills and accounting concepts with this comprehensive bookkeeping course. Get the qualifications and practical skills you need to work in a flexible industry which offers a range of employment options and opportunities for advancing your career. According to the Australian Government's Labour Market Insights report, the demand for bookkeepers and accounts clerks is expected to grow in the future.

In this course you'll learn how to prepare and lodge business and instalment activity statements, prepare financial reports, establish payroll systems, and provide advice to taxpayers in relation to activity statements. You'll graduate with current, practical bookkeeping and accounting skills that are attractive to prospective employers.

Successful completion of this course meets the Tax Practitioners Board academic requirements for registration as a BAS agent (additional experience requirements apply). You'll also be qualified to enter the finance industry as a bookkeeper, accounts clerk, or payroll officer.

Mode of Delivery

Classroom based Face to Face with Structured Independent Learning.

Delivery Site/s 91-93 Queens Bridge Street, Southbank, VIC 3006

Job Outcomes

The successful completion of this program may lead to the following job outcomes.

Occupational titles may include:

- Bookkeeper
- Payroll Officer
- Accounts Clerk
- Accounts Receivable and Payable Clerk
- BAS Agent

Course Duration

This qualification will be delivered over **36 weeks**, including **30 weeks of training and assessment** and **Upto 6 weeks of holidays**. Note that supplementary classes will be scheduled, and attendance required, should additional classes be required to allow for classes missed as a result of public holidays, or other interruptions, and/or for students who require further training and or reassessment.

Learning Pathways

You may enrol in the following qualification/s upon the completion of this program to further enhance your knowledge and skills:

- FNS50222 Diploma of Accounting
- Bachelors of Accounting

Pre-requisites

There are no pre-requisites for this qualification.

Fee Structure

Total Fees: \$8,800

Tuition Fees: \$8,000

Non-Tuition Fees: \$800

All amounts are in AUD. The supply of an education course is a GST-free supply. Refer to the Fees and Refunds policy in the student handbook or website for further details.

Units of Competency

To achieve this qualification, you must demonstrate competency in:

Total units of competency: 13

Core units: 10

Elective units: 3

Unit Code	Unit Title	Core/ Elective
BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC412	Prepare operational budgets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC421	Prepare financial reports	Core
FNSACC426	Set up and operate computerised accounting systems	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSTPB412	Establish and maintain payroll systems	Core
BSBTEC301	Design and produce business documents	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective

Entry Requirements

AVIR Institute of Skills has the following entry requirements for International Students:

International students must:

- Be at least 18 years of age.
- Have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Must hold a current and valid study visa
- Must undertake an ACSF level 3 LLN (language, literacy and numeracy) assessment
- Must have their own laptop or computer with Microsoft Office Suite
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old).
English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Successful completion of an English Placement Test

***Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.**

Conditions of Entry:

For international students: it is a condition of entry that upon acceptance, students provide evidence of having an Australian Student Visa (subclass 500). Students are advised to refer to the following government website for information about applying:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Students are required to discuss their capabilities in the above areas and any concerns they have during the entry interview.

Delivery Arrangements

Students are required to attend scheduled classes of 20 hours every week which include face-to-face classroom delivery, practical sessions in the simulated workshop and assessments. Students will also be expected to spend at least 8 hours every week undertaking structured independent learning such as required reading, research, assignment work, homework tasks, preparation for presentations, webinars, unsupervised excursions, industry visits, and meetings with trainers.

Student Support Services

AVIR requires all students to undertake an ACSF Level 3 assessment and pre-training review upon enrolment to determine the suitability of the course and identify any additional support needs that you may have. AVIR provides a range of additional support services. For further information refer to Student Handbook.

Licensing, legislative, regulatory or certification Considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Recognition of Prior Learning (RPL) and Credit Transfer

AVIR offers all students the opportunity to apply for Recognition of Prior Learning (RPL) and Credit. Refer to your student handbook or visit our website for further details.

This marketing brochure should be read in conjunction with our Enrolment Kit and Student Handbook. You can find these on our website.



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If you have any further questions or would like to discuss your individual circumstances,
Please get in touch with us.

☎ 1300 042 847 ✉ info@avir.net.au,

📍 91-93 Queens Bridge Street, Southbank, VIC 3006