Quality Training Solutions
Registered Training Organisation

Certificate IV in Bookkeeping
FNS40211
Quality Training Solutions

Quality Training Solutions (QTS) is a Registered Training Organisation (RTO), delivering nationally recognised courses. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff, the strength of its industry partners and ultimately the success of its graduates. QTS’s education technology platform enables students to fit study within their busy schedules by allowing them to study when and where they like. This flexible learning technology also facilitates direct access to academic teaching staff and support services.

Our **Vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

Our **Mission** is to deliver quality education and training programs that gives our students the chance to create a positive future for themselves in the form of employment, career advancement and pathways to further education and self-development.

**Why Study with QTS?**

- Participants have the freedom to study where they like and when they like, progressing at their own pace
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are nationally recognised
- Participants can combine self-paced learning with trainer support. Our trainers are experienced industry professionals who will support students in their progress through their course
- Our courses are competency based
- Our courses are inclusive of training materials
- Participants can continue working while studying
- Our courses lead to a nationally recognised qualification, which is accepted by training providers and employers across Australia
- Our courses can be completed within 6 - 12 months, less if you commit the time
Certificate IV in Bookkeeping
FNS40211

Overview

The Certificate IV in Bookkeeping qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

A Business Activity Statement (BAS) service is a tax agent service that includes, but is not limited to, the following:

- preparing or lodging an approved form about a taxpayer's liabilities, obligations or entitlements under a BAS provision;
- giving a taxpayer advice about a BAS provision that the taxpayer can reasonably be expected to rely upon to satisfy their taxation obligations; or
- dealing with the Commissioner on behalf of a taxpayer in relation to a BAS provision.

Persons providing a BAS service must be registered by the Tax Practitioner’s Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is regularly reviewed.
Qualification Details:

Cost: Please contact the friendly staff at QTS for more information about qualification cost. Please note, payment plans are available.

Phone: 1300 946 309 or 07 5593 8333

Email: admin@qts.edu.au

Potential Career Outcomes:
- BAS Agent
- Small Business Bookkeeper
- Contract Bookkeeper

Delivery Mode: Distance (workbooks and assessments sent via post)

Course Duration: 18 months max

Student Support: Both phone and email support is provided throughout enrolment

Nationally Recognised: Yes

Pathways: Previous completion of the Certificate III in Accounts Administration or similar, or experience as a bookkeeper without the formal qualification.

Entry Requirements: Minimum age for entry into this qualification is 16 years. If under 18 years enrolment form must be signed by a parent or guardian.

Resource Requirements: Students must have access to a computer. Students will also need access to the following
  - Internet
  - Printer
  - Scanner
  - CD-ROM/DVD Drive
  - Adobe Acrobat Reader

Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake distance learning. Students can "attend" a course at anytime, from anywhere.
Unit Descriptions:

CORE UNITS

BSBFIA401A Prepare financial reports
- Maintain asset register
- Record general journal entries for balance day adjustments
- Prepare final general ledger accounts
- Prepare end of period financial reports

BSBITU306A Design and produce business documents
- Select and prepare resources
- Design document
- Produce document
- Finalise document

BSBWHS201A Contribute to health and safety of self and others
- Word safely
- Implement work safety requirements
- Participate in WHS consultative processes

FNSBKKG403A Establish and maintain an accrual accounting system
- Manage chart of accounts
- Process invoices, adjustment notes and other general ledger transactions
- Manage contra entries
- Identify and process bad debts
- Manage debt recovery
- Prepare and produce reports and trial balance

FNSBKKG404A Carry out business activity and instalment activity statement tasks
- Identify individual compliance and other requirements
- Recognise and apply GST implications and code transactions
- Report on payroll activities
- Report on other amounts withheld, pay as you go (PAYG) instalments and taxes
- Complete and reconcile the Activity Statement
- Lodge Activity Statement

FNSBKKG401A Develop and implement policies and practices relevant to bookkeeping activities
- Develop a professional working relationship with relevant parties
- Carry out research to identify compliance requirements and support materials
- Set up and maintain appropriate systems to meet compliance requirements

FNSBKKG404A Carry out business activity and instalment activity statement tasks
- Identify individual compliance and other requirements
- Recognise and apply GST implications and code transactions
- Report on payroll activities
- Report on other amounts withheld, pay as you go (PAYG) instalments and taxes
- Complete and reconcile the Activity Statement
FNSBKG402A Establish and maintain a cash accounting system
- Identify relevant information and establish a chart of accounts
- Analyse and verify source documents
- Process receipts and payments
- Set up and maintain a petty cash system
- Process and reconcile credit cards
- Manage bank reconciliations and prepare and produce reports

FNSBKG405A Establish and maintain a payroll system
- Record payroll data
- Prepare payroll
- Handle payroll enquiries
- Maintain payroll

FNSINC401A Apply principles of professional practice to work in the financial services industry
- Identify the scope, sectors and responsibilities of the industry
- Identify and apply financial services industry guidelines, procedures and legislation
- Identify sustainability issues for the financial services industry
- Manage information
- Participate in and work team activities
- Plan work to be completed taking into consideration time, resources and other constraints
- Develop and maintain personal competency

ELECTIVE UNITS

BSBCUS301B Deliver and monitor a service to customers
- Identify customer needs
- Deliver a service to customers
- Monitor and report on service delivery

BSBWRT301A Write simple documents
- Plan document
- Draft document
- Review document
- Write final document

BSBITU402A Develop and use complex spreadsheets
- Prepare to develop spreadsheet
- Develop a linked spreadsheet solution
- Automate and standardise spreadsheet operation
- Use spreadsheets
- Represent numerical data in graphic form

BSBWOR501B Manage personal work priorities and professional development
- Establish personal work goals
- Set and meet own work priorities
- Develop and maintain professional competence

FNSACC404A Prepare financial statements for non-reporting entities
- Compile data
- Prepare reports

FNSACC406A Set up and operate a computerised accounting system
- Implement an integrated accounting system
- Process transactions within the system
- Maintain the system
- Produce reports
- Ensure system integrity
Enrol Today!

Enrolling into the Certificate IV in Bookkeeping through QTS is a quick and easy process.

To enrol, simply go to the QTS website at www.qts.edu.au and click ‘Enrol Now.’

Here you will be able to access the QTS participant handbook and enrolment form. Please complete the enrolment form and either email it to admin@qts.edu.au or post it to the following address

Quality Training Solutions
PO BOX 92
Miami
QLD 4220

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on 1300 946 309 or email admin@qts.edu.au

Other Qualifications Available Through QTS Include:

Certificate III in Business Administration
Certificate III in Business
Certificate IV in Business Administration
Certificate IV in Business
Certificate IV in Frontline Management
Certificate IV in Small Business Management
Certificate IV in Human Resources
Diploma of Business
Diploma of Management