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.
Certificate IV in Bookkeeping

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Description
This 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.

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

Delivery Modes
- Distance (workbooks and assessments are mailed via Australia post)
- Recognition of prior learning (RPL)

Course Commencement
QTS does not have set course commencement dates meaning individuals can enrol and commence their chosen course at any time.

Duration
QTS courses are self-paced. **Enrolments are valid for 24 months.** Students can apply for an additional 6 month extension if required.

Pathways
Pathways for participants considering this qualification include; previous completion of the Certificate III in Accounts Administration or similar, or experience without the formal qualification

Entry Requirements
Minimum age for entry into this qualification is 16 years. If an individual is under 18 years their parent or guardian must sign a consent form.

Student Support
QTS provides **24/7 support**! Students are supported by their industry experienced trainer via phone and email throughout enrolment.
Resource Requirements

Students will be provided with training material either online or in a workbook, a learner guide to supplement the training material and assessment activities for all units of competence. Students are also provided with current MYOB student edition software.

Students must have access to the following resources:

- Computer
- CD-ROM/DVD Drive
- Internet
- Email
- Scanner
- Printer
- Macromedia Flash Player
- Adobe Acrobat Reader
- Calculator
- Software such as Microsoft Word, Excel, PowerPoint
- Workplace policies and procedures
- Workplace hazard assessments and reporting documents
- Relevant legislation, regulations, licensing requirements, codes or practice and standards
- Workplace style guide
- Product/service information
- Access to the ATO and TPB

Please note: If you are currently not working and do not have access to workplace policies and other documents, your trainer and/or assessor will provide you with simulated samples or information regarding how you can access such policies and documents.

Course Fees - November 2014

Distance delivery: $1,800 AUD (includes admin fee)

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>$1,000 upon enrolment + $200 x 4 consecutive monthly payments commencing on the 15th of the next month following course commencement</td>
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<tr>
<td>Option 2</td>
<td>$250 upon enrolment plus $15.50 x 100 weekly payments</td>
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<tr>
<td>Option 3</td>
<td>$250 upon enrolment plus $31.00 x 50 fortnightly payments</td>
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<tr>
<td>Option 4</td>
<td>$250 upon enrolment plus $77.50 x 20 monthly payments</td>
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RPL Delivery: $1,000 AUD (includes admin fee)

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<thead>
<tr>
<th>Option</th>
<th>Details</th>
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<tbody>
<tr>
<td>Option 1</td>
<td>Full fees upon enrolment (not exceeding $1000)</td>
</tr>
<tr>
<td>Option 2</td>
<td>$250 upon enrolment plus $15.00 x 50 weekly payments</td>
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<tr>
<td>Option 3</td>
<td>$250 upon enrolment plus $30.00 x 25 fortnightly payments</td>
</tr>
<tr>
<td>Option 4</td>
<td>$250 upon enrolment plus $62.50 x 12 monthly payments</td>
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1 In accordance with NVR standard 22.3 – Protection of Fees, QTS does not accept more than $1000 in advance from each student and payments made for tuition yet to be delivered cannot exceed $1500.
# Certificate IV in Bookkeeping

## FNS40211

### Available Units

Students are required to complete 13 out of the 17 units listed below in order to obtain the Certificate IV in Bookkeeping. This qualification consists of 9 core units plus 4 units elected from the electives list below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Description</th>
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</table>
| 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 |
| BSBOHS201A  | Participate in OHS processes                                              | - Work safely  
- Implement workplace safety requirements  
- Participate in OHS consultative processes  
- Follow safety procedures |
| FNSBKG401A  | Develop and implement policies and practices relevant to bookkeeping      | - 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 |
| 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 |
| FNSBKG403A  | Establish and maintain an accrual accounting system                       | - Manage the 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 |
| FNSBKG404A  | 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 |
| FNSBKG405A  | Establish and maintain a payroll system                                   | - Record payroll data |
### 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 facilitate work team activities
- Plan work to be completed taking into consideration time, resources and other constraints
- Develop and maintain personal competency

### ELECTIVES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBCUS301B</td>
<td>Deliver and monitor a service to customer</td>
<td>Identify customer needs</td>
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<tr>
<td></td>
<td></td>
<td>Deliver a service to customers</td>
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<td></td>
<td></td>
<td>Monitor and report on service delivery</td>
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<tr>
<td>BSBITU402A</td>
<td>Develop and use complex spreadsheets</td>
<td>Prepare to develop spreadsheet</td>
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<td>Develop a linked spreadsheet solution</td>
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<td>Automate and standardise spreadsheet operation</td>
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<td></td>
<td></td>
<td>Use spreadsheets</td>
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<td>Represent numerical data in graphic form</td>
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<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>Plan document</td>
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<td>Draft document</td>
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<td>Review document</td>
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<td>Write final document</td>
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<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
<td>Establish personal work goals</td>
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<td></td>
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<td>Set and meet own work priorities</td>
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<td>Develop and maintain professional competence</td>
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<tr>
<td>FNSACC406A</td>
<td>Set up and operate a computerised accounting system</td>
<td>Implement an integrated accounting system</td>
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<td>Process transactions within the system</td>
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<td>Maintain the system</td>
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<td>Produce reports</td>
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<td>Ensure team integrity</td>
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<tr>
<td>FNSACC404A</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Compile data</td>
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<tr>
<td></td>
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<td>Prepare reports</td>
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<tr>
<td>FNSACC405A</td>
<td>Maintain inventory records</td>
<td>Process inventory purchase</td>
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<td>Record inventory flows</td>
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<td>Reconcile inventory records to general ledgers</td>
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<td></td>
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<td>Prepare inventory schedules and ad hoc reports</td>
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<tr>
<td>FNSACC303A</td>
<td>Perform financial calculations</td>
<td>Obtain data and resources for financial calculations</td>
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<td>Select appropriate methods and carry out financial calculations</td>
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<td>Check calculations and record outcomes</td>
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Recognition of Prior Learning:

Recognition of prior learning (RPL) is a process whereby you demonstrate that you have acquired the required skills and knowledge for certain units or qualifications within a particular industry through work experience, education, training and life experiences.

RPL is available on the Certificate IV in Bookkeeping. Information regarding RPL is available on the QTS website under ‘Training’. Alternatively, you can contact a QTS staff member on 1300 946 309 to discuss your RPL options.
Why Choose QTS?

- Nationally recognised training
- Full support by phone and email 7 days a week
- All training materials provided
- No hidden costs
- Study where and when it suits you
- Progress at your own pace
- Combine self-paced learning with experienced trainer support
- Continue working while you are studying
- Graduate within 6 – 12 months or less if you commit the time
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are competency based
- Able to resubmit assessments until competent
Enrol Today!

Online or 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 online or distance learning. Students can "attend" a course at any time, from anywhere.

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

1. Read the Participant Handbook
2. Register as a student by completing the Enrolment Form
3. Email your completed enrolment form to admin@qts.edu.au

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:

BSB30412 Certificate III in Business Administration
BSB30112 Certificate III in Business
BSB40212 Certificate IV in Business
BSB40507 Certificate IV in Business Administration
BSB40812 Certificate IV in Frontline Management
BSB40407 Certificate IV in Small Business Management
BSB41013 Certificate IV in Human Resources
BSB50207 Diploma of Business
BSB51107 Diploma of Management
BSB50207 Diploma of Business and BSB51107 Diploma of Management