Certificate IV in Bookkeeping
FNS40215
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
FNS40215

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. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

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

Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners 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 reviewed regularly.

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
- Adobe Acrobat Reader
- Calculator
- Software such as Microsoft Word, Excel, PowerPoint
- Access to the ATO and TPB

**Course Fees -**

**Distance delivery: $2,000 AUD (includes admin fee)**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>$1,500 upon enrolment + $500 on the 15th of the next month following course commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>$250 upon enrolment plus $25.00 x 70 weekly payments</td>
</tr>
<tr>
<td>Option 3</td>
<td>$250 upon enrolment plus $50.00 x 35 fortnightly payments</td>
</tr>
<tr>
<td>Option 4</td>
<td>$250 upon enrolment plus $87.50 x 20 monthly payments</td>
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</tbody>
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**RPL Delivery: $1,250 AUD (includes admin fee)**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Full fees upon enrolment</th>
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</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>$250 upon enrolment plus $20.00 x 50 weekly payments</td>
</tr>
<tr>
<td>Option 3</td>
<td>$250 upon enrolment plus $40.00 x 25 fortnightly payments</td>
</tr>
<tr>
<td>Option 4</td>
<td>$250 upon enrolment plus $100.00 x 10 monthly payments</td>
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</tbody>
</table>
# Certificate IV in Bookkeeping

**FNS40211**

## Available Units

Students are required to complete 13 out of the 19 units listed below in order to obtain the Certificate IV in Bookkeeping. This qualification consists of 6 core units plus 7 units elected from the electives list below. Students are required to choose 2 electives from either Group A or Group B. The remaining 5 electives may be chosen from Group A, B or C.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td><strong>CORE</strong></td>
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</tbody>
</table>
| BSBFIA401   | Prepare financial reports  
1. Maintain asset register  
2. Record general journal entries for balance day adjustments  
3. Prepare final general ledger accounts  
4. Prepare end of period financial reports |
| BSBITU306   | Design and produce business documents  
1. Select and prepare resources  
2. Design document  
3. Produce document  
4. Finalise document |
| FNSBKG401   | Develop and implement policies and procedures relevant to bookkeeping activities  
1. Develop professional working relationship with relevant parties  
2. Carry out research to identify compliance requirements and support materials  
3. Set up and maintain appropriate systems to meet compliance requirements |
| FNSBKG404   | Carry out Business Activity and Instalment Activity Statement tasks  
1. Identify individual compliance and other requirements  
2. Recognise and apply GST implications and code transactions  
3. Report on payroll activities  
4. Report on other amounts withheld, pay as you go (PAYG) instalments and taxes  
5. Complete and reconcile the Activity Statement  
6. Lodge Activity Statement |
| FNSBKG405   | Establish and maintain a payroll system  
1. Record payroll data  
2. Prepare payroll  
3. Handle payroll enquiries  
4. Maintain payroll |
| FNSINC401   | Apply principles of professional practice to work in the financial services industry  
1. Identify scope, sectors and responsibilities of industry  
2. Identify and apply guidelines procedures and legislation  
3. Identify sustainability issues  
4. Manage information  
5. Participate in and facilitate work team activities  
6. Plan work to be completed  
7. Develop and maintain personal competency |
## Electives – Group A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Learning Outcomes</th>
</tr>
</thead>
</table>
| FNSBK402 | Establish and maintain a Cash Accounting System | 1. Identify relevant information and establish a chart of accounts  
2. Analyse and verify source documents  
3. Process receipts and payments  
4. Set up and maintain a petty cash system  
5. Process and reconcile credit cards  
6. Manage bank reconciliations and prepare and produce reports |
| FNSBK403 | Establish and maintain an Accrual Accounting System | 1. Manage the chart of accounts  
2. Process invoices, adjustment notes and other general ledger transactions  
3. Manage contra entries  
4. Identify and process bad debts  
5. Manage debt recovery  
6. Prepare and produce reports and trial balance |

## Electives – Group B

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Learning Outcomes</th>
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</thead>
</table>
| FNSACC301 | Process financial transactions and extract interim reports | 1. Check and verify supporting documentation  
2. Prepare and process banking and petty cash documents  
3. Prepare and process invoices for payment to creditors and for debtors  
4. Prepare and post journals and batch monetary items  
5. Post journals to ledger  
6. Enter data into system  
7. Prepare deposit facility and lodge flows  
8. Extra trial balance and interim reports |
| FNSACC302 | Administer subsidiary accounts and ledgers | 1. Review accounts receivable process  
2. Identify bad and doubtful debts  
3. Review compliance with terms and conditions plan recovery action  
4. Prepare reports and file documentation  
5. Distribute creditor invoices for authorisation  
6. Remit payments to creditors  
7. Prepare accounts paid report and reconcile balances outstanding |

## Electives - Group C

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Learning Outcomes</th>
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</table>
| BSBITU402 | Develop and use complex spreadsheets | 1. Prepare to develop spreadsheet  
2. Develop a linked spreadsheet solution  
3. Automate and standardise spreadsheet operation  
4. Use spreadsheets  
5. Represent numerical data in graphic form |
| BSBMB405 | Monitor and manage small business operations | 1. Develop operational strategies and procedures  
2. Implement operational strategies and procedures  
3. Monitor business performance  
4. Review business operations |
| BSBWHS201 | Contribute to health and safety of self and others | 1. Work Safely  
2. Implement work safety requirements  
3. Participate in WHS consultative processes |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Details</th>
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<tbody>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
<td>1. Establish personal work goals</td>
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<td>2. Set and meet own work priorities</td>
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<td></td>
<td></td>
<td>3. Develop and maintain professional competence</td>
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<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>1. Plan documents</td>
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<tr>
<td></td>
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<td>2. Draft document</td>
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<td>3. Review document</td>
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<td>4. Write final document</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>1. Obtain data and resources for financial calculations</td>
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<td>2. Select appropriate methods and carry out financial calculations</td>
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<td>3. Check calculations and record outcomes</td>
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<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>1. Compile data</td>
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<td>2. Prepare reports</td>
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<tr>
<td>FNSACC405</td>
<td>Maintain inventory records</td>
<td>1. Process inventory purchase</td>
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<td>2. Record inventory flows</td>
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<td>3. Reconcile inventory records to general ledgers</td>
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<td>4. Prepare inventory schedules and ad hoc reports</td>
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<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>1. Implement an integrated accounting system</td>
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<td>2. Process transactions within system</td>
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<td>3. Maintain system</td>
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<td>4. Produce reports</td>
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<td>5. Ensure system integrity</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.

Enroling 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:

BSB30415 Certificate III in Business Administration
BSB30115 Certificate III in Business
BSB40215 Certificate IV in Business
BSB40515 Certificate IV in Business Administration
BSB40812 Certificate IV in Frontline Management
BSB40415 Certificate IV in Small Business Management
BSB41015 Certificate IV in Human Resources
BSB50215 Diploma of Business
BSB51107 Diploma of Management