



Quality Training Solutions



*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 at a cost of \$250 AUD.

### *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*

#### **Age:**

The minimum age for entry into this qualification is 18 years.

#### **Education & Experience:**

There are no formal entry requirements in relation to prior education and experience for this qualification. However, it is recommended that you meet the following criteria;

- Successfully completed Australian Year 12 OR
- Successfully completed Certificate III or higher qualification(s) AND
- Have at least 12 months work experience in a role that involves communicating with colleagues and/or customers both written and verbally AND
- Sound literacy, numeracy and computing skills

If you are not able to provide proof of the above, you must complete a language, literacy and numeracy test upon enrolment.

The learning materials and assessment within this qualification are in a written online or workbook format. Therefore, in order to successfully complete this course, you must have the ability to read and comprehend learning materials and undertake a variety of written assessments.

### **English Language:**

Entry into this qualification requires proof of English proficiency to an Australian Year 12 level or equivalent. Equivalency can be shown through the following;

- Qualification completed in English at a Certificate III level or higher OR
- A minimum of 2 years work experience in a position that involves communicating in English (written and verbal communication).

### ***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                     | • Printer  |
| • CD-ROM/DVD Drive (MYOB Disc) | • Adobe Acrobat Reader   |
| • Internet                     | • Calculator   |
| • Email                        | • Software such as Microsoft Word, Excel, PowerPoint                             |
| • Scanner                      | • Digital video recording device/digital camera (included in most mobile phones) |
| • 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

# Certificate IV in Bookkeeping

## FNS40215

### 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.

Unit Code	Unit Name
<b>CORE</b>	
<b>BSBFIA401</b>	<b>Prepare financial reports</b> This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.  <b>Elements – Essential Outcomes</b> <ul style="list-style-type: none"><li>▪ Maintain asset register</li><li>▪ Record general journal entries for balance day adjustments</li><li>▪ Prepare final general ledger accounts</li><li>▪ Prepare end of period financial reports</li></ul>
<b>BSBITU306</b>	<b>Design and produce business documents</b> This unit describes the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.  <b>Elements – Essential Outcomes</b> <ul style="list-style-type: none"><li>▪ Select and prepare resources</li><li>▪ Design document</li><li>▪ Produce document</li><li>▪ Finalise document</li></ul>
<b>FNSBKG401</b>	<b>Develop and implement policies and procedures relevant to bookkeeping activities</b> This unit describes the skills and knowledge required to develop, implement and maintain policies and practices required to ensure the provision of quality service for in-house or contracted bookkeeping activities.  <b>Elements – Essential Outcomes</b> <ul style="list-style-type: none"><li>▪ Develop professional working relationship with relevant parties</li><li>▪ Carry out research to identify compliance requirements and support materials</li><li>▪ Set up and maintain appropriate systems to meet compliance requirements</li></ul>
<b>FNSBKG404</b>	<b>Carry out Business Activity and Instalment Activity Statement tasks</b> This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS) and other required reports.  <b>Elements – Essential Outcomes</b> <ul style="list-style-type: none"><li>▪ Identify individual compliance and other requirements</li><li>▪ Recognise and apply GST implications and code transactions</li></ul>

	<ul style="list-style-type: none"> <li>▪ Report on payroll activities</li> <li>▪ Report on other amounts withheld, pay as you go (PAYG) instalments and taxes</li> <li>▪ Complete and reconcile the Activity Statement</li> <li>▪ Lodge Activity Statement</li> </ul>
<b>FNSBKG405</b>	<p><b>Establish and maintain a payroll system</b>  This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process accurate payroll data for manual and computerised systems.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Record payroll data</li> <li>▪ Prepare payroll</li> <li>▪ Handle payroll enquiries</li> <li>▪ Maintain payroll</li> </ul>
<b>FNSINC401</b>	<p><b>Apply principles of professional practice to work in the financial services industry</b>  This unit describes the skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements, and to model and meet expectations of these in all aspects of work.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Identify scope, sectors and responsibilities of industry</li> <li>▪ Identify and apply guidelines procedures and legislation</li> <li>▪ Identify sustainability issues</li> <li>▪ Manage information</li> <li>▪ Participate in and facilitate work team activities</li> <li>▪ Plan work to be completed</li> <li>▪ Develop and maintain personal competency</li> </ul>
<b>Electives – Group A</b>	
<b>FNSBKG402</b>	<p><b>Establish and maintain a Cash Accounting System</b>  This unit describes the skills and knowledge required to establish and administer a cash receipts and payments system, and manage bank reconciliations and reporting responsibilities for manual and computerised systems.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Identify relevant information and establish a chart of accounts</li> <li>▪ Analyse and verify source documents</li> <li>▪ Process receipts and payments</li> <li>▪ Set up and maintain a petty cash system</li> <li>▪ Process and reconcile credit cards</li> <li>▪ Manage bank reconciliations and prepare and produce reports</li> </ul>
<b>FNSBKG403</b>	<p><b>Establish and maintain an Accrual Accounting System</b>  This unit describes the skills and knowledge required to establish debtors and creditors, manage debt recovery, perform reconciliations and prepare reports for accrual accounting in manual and computerised accounting systems.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Manage the chart of accounts</li> <li>▪ Process invoices, adjustment notes and other general ledger transactions</li> <li>▪ Manage contra entries</li> <li>▪ Identify and process bad debts</li> <li>▪ Manage debt recovery</li> </ul>



- Prepare and produce reports and trial balance

## Electives – Group B

### FNSACC301

#### **Process financial transactions and extract interim reports**

This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journals to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports.

##### **Elements – Essential Outcomes**

- Check and verify supporting documentation
- Prepare and process banking and petty cash documents
- Prepare and process invoices for payment to creditors and for debtors
- Prepare and post journals and batch monetary items
- Post journals to ledger
- Enter data into system
- Prepare deposit facility and lodge flows
- Extra trial balance and interim reports

### FNSACC302

#### **Administer subsidiary accounts and ledgers**

This unit describes the skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, and remit payments to sundry creditors.

##### **Elements – Essential Outcomes**

- Review accounts receivable process
- Identify bad and doubtful debts
- Review compliance with terms and conditions plan recovery action
- Prepare reports and file documentation
- Distribute creditor invoices for authorisation
- Remit payments to creditors
- Prepare accounts paid report and reconcile balances outstanding

## Electives - Group C

### BSBITU402

#### **Develop and use complex spreadsheets**

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

##### **Elements – Essential Outcomes**

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

### BSBSMB405

#### **Monitor and manage small business operations**

This unit describes the skills and knowledge required to implement a business plan and modify operations as required.

##### **Elements – Essential Outcomes**

- Develop operational strategies and procedures
- Implement operational strategies and procedures
- Monitor business performance
- Review business operations

### BSBWHS201

#### **Contribute to health and safety of self and others**

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It

	<p>covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Work Safely</li> <li>▪ Implement work safety requirements</li> <li>▪ Participate in WHS consultative processes</li> </ul>
<p><b>BSBWOR501</b></p>	<p><b>Manage personal work priorities and professional development</b>  This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Establish personal work goals</li> <li>▪ Set and meet own work priorities</li> <li>▪ Develop and maintain professional competence</li> </ul>
<p><b>BSBWRT301</b></p>	<p><b>Write simple documents</b>  This unit describes the skills and knowledge required to plan, draft and finalise a basic document.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Plan documents</li> <li>▪ Draft document</li> <li>▪ Review document</li> <li>▪ Write final document</li> </ul>
<p><b>FNSACC303</b></p>	<p><b>Perform financial calculations</b>  This unit describes the skills and knowledge required to use a range of common calculation methods and techniques for conducting routine financial calculations and transactions.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Obtain data and resources for financial calculations</li> <li>▪ Select appropriate methods and carry out financial calculations</li> <li>▪ Check calculations and record outcomes</li> </ul>
<p><b>FNSACC404</b></p>	<p><b>Prepare financial statements for non-reporting entities</b>  This unit describes the skills and knowledge required to develop a range of commonly required financial reports for entities that do not have a statutory duty to file financial reports with government agencies and regulators.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Compile data</li> <li>▪ Prepare reports</li> </ul>
<p><b>FNSACC405</b></p>	<p><b>Maintain inventory records</b>  This unit describes the skills and knowledge required to comply with organisational inventory procedures, reconcile inventory records to general ledgers, record inventory flows, prepare schedules and produce ad hoc reports.</p> <p><b>Elements – Essential Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Process inventory purchase</li> <li>▪ Record inventory flows</li> <li>▪ Reconcile inventory records to general ledgers</li> <li>▪ Prepare inventory schedules and ad hoc reports</li> </ul>



## FNSACC406

### Set up and operate a computerised accounting system

This unit describes the skills and knowledge required to modify and operate an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions within the system, maintaining the system, producing reports and ensuring system integrity.

#### Elements – Essential Outcomes

- Implement an integrated accounting system
- Process transactions within system
- Maintain system
- Produce reports
- Ensure system integrity

### *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.

We have created a Recognition of Prior Learning kit that includes a portfolio of evidence checklist. The checklist details the information and evidence you need to collect and provide in order to demonstrate that you have the required skills and knowledge to obtain the unit/certificate. The process is rather straight forward and we are here to help with any questions that you may have along the way. Should you not have the skills and knowledge in a given area you can complete the associated unit via online/distance learning.

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.

## Course Fees

<b>Distance delivery: \$2,000 AUD</b> <i>(includes admin fee)</i>	
<b>Option 1</b>	\$1,500 upon enrolment + \$500 on the 15 <sup>th</sup> of the next month following course commencement
<b>Option 2</b>	\$250 upon enrolment plus \$25.00 x 70 weekly payments
<b>Option 3</b>	\$250 upon enrolment plus \$50.00 x 35 fortnightly payments
<b>Option 4</b>	\$250 upon enrolment plus \$87.50 x 20 monthly payments

<b>RPL Delivery: \$1,250 AUD</b> <i>(includes admin fee)</i>	
<b>Option 1</b>	Full fees upon enrolment
<b>Option 2</b>	\$250 upon enrolment plus \$20.00 x 50 weekly payments
<b>Option 3</b>	\$250 upon enrolment plus \$40.00 x 25 fortnightly payments
<b>Option 4</b>	\$250 upon enrolment plus \$100.00 x 10 monthly payments



## Higher Level Skills Funding

From the 1<sup>st</sup> July 2013, the Queensland Government introduced significant changes to the Queensland's vocational education and training (VET) system through its reform action plan *Great Skills Real Opportunities*.

A key initiative under these reforms is the Higher Level Skills program which provides eligible individuals with access to a government subsidy which is to be put towards the training costs for a Certificate IV level qualification.

### Qualifications Available Under Higher Level Skills Include;

- FNS40215 Certificate IV in Bookkeeping

### Eligibility Criteria:

To be eligible to enrol under the Higher Level Skills funding, prospective students must meet the following criteria;

- Aged 15 years or above
- No longer at school
- Is a Queensland resident (Australian citizen, Australian Permanent Resident or New Zealand Citizen permanently residing in Queensland)
- Do not already hold nor currently be enrolled in a Certificate IV level qualification or higher (not including qualifications completed at school)

*Please note, you will no longer be eligible for government subsidised training under the Higher Level Skills funding once you have completed a Certificate IV level qualification or higher.*

### Course Cost:

A co-contribution fees must be paid upon enrolment by students enrolling under the Higher Level Skills funding. This fee is a contribution fee to the cost of training and assessment services. The total co-contribution fee charges by QTS for courses offered under the Higher Level Skills Program are as follows;

Qualification	Non-concession	Concession
FNS40215 Certificate IV in Bookkeeping	\$250	\$50

### Concession Eligibility Criteria:

Under the Higher Level Skills, concession students are defined as;

- An individual whom holds a Health Care Concession or Pensioner card issued under Commonwealth law, or is the partner of a dependent of a person who holds a Health Care Concession card and is named on the card; OR
- An individual whom holds an official form under the Commonwealth Law confirming that they are entitled to concessions under a health care concession card of pensioner card; OR
- An individual whom is Aboriginal or Torres Straight Islander

# Why Choose QTS?

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- 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!

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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](mailto: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](mailto:admin@qts.edu.au)

## Other Qualifications Available Through QTS Include:

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BSB30415 Certificate III in Business Administration  
BSB30115 Certificate III in Business  
BSB40215 Certificate IV in Business  
BSB40515 Certificate IV in Business Administration  
BSB42615 Certificate IV in New Small Business  
BSB41015 Certificate IV in Human Resources  
BSB50215 Diploma of Business  
BSB51915 Diploma of Leadership and Management

