

Course Outline

THIS COURSE COMPRISES FOUR GROUPS (INCLUSIVE OF 13 BOOKKEEPING UNITS) THAT WILL AWARD YOU THE CERTIFICATE IV IN BOOKKEEPING.

Who should enrol?

The program will suit candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

The courses can be tailored to meet the needs of BAS agents, accountants and institutions. It is also appropriate for candidates who currently work as a bookkeeper and are seeking a formal qualification.

Course outcome

The Certificate IV in Bookkeeping is a nationally recognised qualification from the Financial Services Training Package, which complies with the Australian Qualifications Framework standard.

Successful completion will help you to:

- Achieve the latest bookkeeping qualification, including the GST/BAS units required for registration as a BAS agent.
- Become a proficient user of MYOB, widely used by small business and accountants.

Assessment

We have designed our assessment activities in line with best practice standards to prepare you for bookkeeping, tax and BAS agent roles. Assessments tasks are based on the practical application of concepts learned.

Institute of Public Accountants Head Office

Level 6, 555 Lonsdale Street, Melbourne
Victoria 3000 Australia

t +61 3 8665 3100 **f** +61 3 8665 3130

e pathways@publicaccountants.org.au

w publicaccountants.org.au

IPA Divisional Offices are located in the following cities:
Melbourne | Sydney | Canberra | Brisbane | Adelaide
Hobart | Perth | Kuala Lumpur | Beijing

For enquiries within Australia call 1800 625 625.

International enquiries can be directed to IPA Head Office.

Digital Hub: pubacct.org.au



Certificate IV in Bookkeeping (FNS40211)



THE CERTIFICATE IV IN BOOKKEEPING IS A NATIONALLY RECOGNISED QUALIFICATION FROM THE FINANCIAL SERVICES TRAINING PACKAGE WHICH COMPLIES WITH THE AUSTRALIAN QUALIFICATIONS FRAMEWORK STANDARD.

The Certificate IV in Bookkeeping is one of the minimum educational qualifications for BAS agents. It includes two units of competency required to satisfy the additional BAS agent education requirement of an approved course in basic GST/BAS taxation principles.

Introducing Mentor Education

Our program is delivered in partnership with Mentor Education. Established in 2002, Mentor has become one of the longest established Australian owned and operated RG146 Compliance training providers in the country. Together with a range of expanded study options for IPA members, Mentor Education offer a range of flexible study options, including face-to-face training workshops and a team of professional financial advisors for support online and via a dedicated helpdesk.

Our Certificate IV in Bookkeeping is delivered via distance learning, with the added benefit of Mentor Education's online portal allowing you to access all learning materials, submit your work and obtain feedback and support from Mentor's team of professional financial advisors.

The Certificate IV in Bookkeeping is particularly suitable for candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

Our flexible enrolment and payment arrangements mean you can start when you are ready, and pay as you progress through the program.

Entry Requirements

The Certificate IV is an open entry course with no prerequisite qualifications. In order for participants to successfully complete this course, it is recommended you have a strong grasp of computer skills, MYOB exposure, literacy and numeracy skills.

Online learning

Self-paced online learning provides you with -

- Flexibility to study online, anywhere and at any time
- Access to an experienced bookkeeping specialist between Monday to Friday, 9am – 5pm by telephone and email to receive timely support and feedback.
- Either 4 or 6 weeks to complete your assessment tasks for each Unit (18 months for the full program)

Workshop Courses

Face-to-face class-room workshops are very popular for groups, and are the fastest way to achieve your qualification. Workshops are -

- Conducted over four sessions (comprising 3 – 4 days each) either face to face or via video conference.
- Facilitated by industry professionals skilled at making the workshop experience interactive, incorporating real life examples of today's market place.
- The best way to understand the case study and receive help to develop sound business and marketing strategies.

Group 1 – Bookkeeping fundamentals

Apply principles of professional practice to work in the financial services industry - FNSINC401A

- Topic 1: Identify the scope, sectors and responsibilities of the industry
- Topic 2: Identify and apply financial services industry guidelines, procedures and legislation
- Topic 3: Identify sustainability issues for the financial services industry
- Topic 4: Manage information
- Topic 5: Participate in and facilitate work team activities
- Topic 6: Plan work to be completed taking into consideration time, resources and other constraints
- Topic 7: Develop and maintain personal competency

Develop and implement policies and procedures relevant to bookkeeping activities - FNSBKG401A

- Part 1: Develop a professional working relationship with relevant parties
- Part 2: Carry out research to identify compliance requirements and support materials
- Part 3: Setup and maintain appropriate systems to meet compliance requirements

Set up and operate a computerised accounting system (MYOB) - FNSACC406A

- Topic 1: Implement an integrated accounting system
- Topic 2: Process transactions within the system
- Topic 3: Maintain the system
- Topic 4: Produce reports
- Topic 5: Ensure system integrity

Establish and maintain a cash accounting system (MYOB) - FNSBKG402A

- Topic 1: Identify relevant information and establish a Chart of Accounts
- Topic 2: Analyse and verify source documents
- Topic 3: Process receipts and payments
- Topic 4: Set up and maintain a petty cash system
- Topic 5: Process and reconcile credit cards
- Topic 6: Manage bank reconciliations and prepare and produce reports

Group 2 – Business Reporting

Establish and maintain an accrual accounting system - FNSBKG403A

- Topic 1: Manage the chart of accounts
- Topic 2: Process invoices, adjustment notes and other general ledger transactions
- Topic 3: Manage contra entities
- Topic 4: Identify and process bad debts
- Topic 5: Manage debt recovery
- Topic 6: Prepare and produce reports and trial balance

Prepare financial reports - BSBFIA401A

- Topic 1: Maintain asset register
- Topic 2: Record general journal entries for balance day adjustments
- Topic 3: Prepare final general ledger accounts
- Topic 4: Prepare end-of-period financial reports

Administer subsidiary accounts and ledgers - FNSACC302A

- Topic 1: Review accounts receivable process
- Topic 2: Identify bad and doubtful debts
- Topic 3: Review compliance and terms and conditions and plan recovery actions
- Topic 4: Prepare reports and file documentation
- Topic 5: Distribute creditors invoices for authorisation
- Topic 6: Remit payments to creditors
- Topic 7: Prepare accounts paid report and reconcile balances outstanding

Design and produce business documents (using office 2013) - BSBITU306A

- Topic 1: Select and prepare resources
- Topic 2: Design documents
- Topic 3: Produce documents
- Topic 4: Finalise documents

Group 3 - BAS And Payroll

Establish and maintain a payroll system - FNSBKG405A

- Topic 1: Record payroll data
- Topic 2: Payroll preparation
- Topic 3: Handle payroll enquiries

Carry out business activity and instalment activity statement tasks - FNSBKG404A

- Topic 1: Identify individual compliance and other requirements
- Topic 2: Recognise and apply GST implications and code transactions
- Topic 3: Report on payroll activities
- Topic 4: Report on other amounts withheld, PAYG instalments and taxes
- Topic 5: Complete and reconcile the Activity Statement

Group 4 – OHS, Inventory and Complex Spreadsheets

Participate in OHS processes - BSBOHS201A

- Topic 1: Identify hazards – assessing and controlling risks in the work area
- Topic 2: Contingency preparedness, first aid and accident reporting
- Topic 3: Health and safety laws, codes of practice and inspectors
- Topic 4: Participating in the management of health and safety in the workplace
- Topic 5: Health and safety laws, codes of practice and inspectors

Maintain inventory records - FNSACC405A

- Topic 1: Process inventory purchases
- Topic 2: Record inventory flows
- Topic 3: Reconcile inventory records to general ledgers
- Topic 4: Prepare inventory schedules and ad-hoc reports

Develop and use complex spreadsheets (using Excel 2013) - BSBITU402A

- Part 1: Prepare to develop spreadsheets
- Part 2: Develop a linked spreadsheet solution
- Part 3: Automate and standardise spreadsheet operation
- Part 4: Use spreadsheets
- Part 5: Represent numerical data in graphical form

Being a quality educator in the financial services industry, the IPA appreciate that you have other commitments. To help you access the right resources and expertise to balance work/life/study and achieve your professional goals, we've designed a range of flexible study options for you.

Course competencies

Core Units

- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBOHS201A Participate in OHS processes
- FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSBKG405A Establish and maintain a payroll system
- FNSINC401A Apply principles of professional practice to work in the financial services industry

Elective Units

- BSBITU402A Develop and use complex spreadsheets
- FNSACC302A Administer subsidiary accounts and ledgers
- FNSACC405A Maintain inventory records
- FNSACC406A Set up and operate a computerised accounting system