



Hamro Institute of
Business Technology

Hamro Institute of Business Technology Pty Ltd trading as Hamro College

Certificate IV in Accounting

National Code: FNS40615; **CRICOS code:** 088166F

Description:

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements.

Entry requirements:

1. English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent; results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**
- iii) to successfully complete Hamro College's language and numeracy test conducted on in Hamro College campus (for onshore international students from Level 1 and 2 countries only)

2. Academic requirements:

For entry into this qualification, students should have completed Certificate III in Accounting or Account Administration. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning, RPL.

3. Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. In case of domestic students, if the applicant has not completed Year 11 or Certificate III in Accounting or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Pathways from the qualification:

The primary pathway from this qualification is employment in accounting job roles. A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

Course Structure:

The course is delivered in 52 weeks (four terms), including 12 weeks of term breaks and holidays. Students will need to complete 13 units of competency (10 core and 3 elective) to attain the qualification.

Address: Level 2, 133-135 Oxford St.
Bondi Junction NSW 2022
Ph +61 2 8065 2990

ABN: 49 151 579 341; RTO 40706
CRICOS 03360G

v2.0

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Course delivery

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and five hours per week through on-line. Delivery of this qualification will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. Upon successful completion of this course, students will receive a nationally recognized Certificate IV in Accounting (FNS40615).

Unit Code	Unit Name
	Core
BSBITU306	Design and produce business documents
FNSINC401	Apply principles of professional practice to work in the financial services industry
FNSACC406	Setup and operate computerised accounting system
FNSACC402	Prepare operational budgets
FNSBKG404	Carry out business activity and instalment activity statement tasks
FNSACC301	Process financial transactions and extract interim reports
FNSACC404	Prepare financial statements for non-reporting entities
FNSBKG405	Establish and maintain a payroll system
FNSACC302	Administer subsidiary accounts and ledgers
BSBFIA401	Prepare financial reports
	Elective
FNSACC303	Perform financial calculations
FNSACC403	Make decisions in a legal context
BSBWHS201	Contribute to health and safety to self and others



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Assessments

Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Workbook/written questions answers
- Case study/written report
- Projects/written assignments
- Presentations

Course fees:

Total Course Fee: A\$10,000

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.

Note: It is a requirement that a student must have OSHC cover for the duration of their VISA.

Delivery site: Level 2, 133-135 Oxford St, Bondi Junction, NSW 2022, Australia

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information on the ESOS Act and the National Code please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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