

Certificate IV in Accounting

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

Description:

This qualification reflects junior-level 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**

2. Academic requirements:

For entry into this qualification, international students should have completed Australian Year 12 equivalent or Certificate IV or higher, and the domestic students should have completed Australian Year 11 equivalent or Certificate III or higher. The entry requirement can also 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. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 11 or Certificate III 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 junior-level accounting job roles. A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

Preferred pathways from the qualification:

After completing this qualification, participants may seek relevant employment opportunities, or any training options. After achieving this qualification candidates may undertake Diploma level qualifications within BSB Business Service Training Package, or other relevant Training Packages.

Address: Level 2, 133-135 Oxford St.

Bondi Junction NSW 2022

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Course Structure:

The qualification 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.

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

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. 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) qualification.

Assessments

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

- Written research and questions answers
- Case study/written report
- Projects/written assignments
- Presentations/observations

Course fees:

Total Course Fee: A\$10000 (A\$2500 per term)

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 an international student must have a valid health insurance 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>