



Certificate IV in Accounting and Bookkeeping

National Code: FNS40217; **CRICOS code:** 097440G

Description:

This qualification reflects the job roles of workers in the accounting industry, including Business Activity Statements (BAS) Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to 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.

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 or equivalent or Certificate III in Accounting or Account Administration. In case of domestic students, Australian Year 11 or equivalent or Certificate III in Accounting or Account Administration would be required. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning, RPL (see later).

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 and bookkeeping job roles. A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.



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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 FNS Financial Services Training Package, or other relevant Training Packages.

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 (8 core and 5 elective) to attain the qualification.

Unit Code	Unit Name
Core	
BSBFIA401	Prepare financial reports
FNSACC416	Setup and operate computerised accounting system
BSBSMB412	Introduce cloud computing into business operations
FNSACC312	Administer subsidiary accounts and ledgers
FNSTPB402	Establish and maintain payroll systems
FNSACC311	Process financial transactions and extract interim reports
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSTPB401	Complete business activity and instalment activity statements
Elective	
FNSINC401	Apply principles of professional practice to work in the financial services industry
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC413	Make decisions in a legal context
FNSACC313	Perform financial calculations



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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. 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 and Bookkeeping (FNS40217) 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>