

Certificate IV in Accounting and Bookkeeping

COURSE CODE	FNS40217
LOCATIONS	Warrambool, Portland, Hamilton, Colac
STUDY MODE	Full-time, On Campus
Length	Full-time: 12 months
Commencement	September (TBC) Full-time: 2 evenings a week plus 10 Saturday workshops throughout the year Saturday workshops will be held at the Warrambool campus
Timetable	Colac, Hamilton and Portland campuses may be able to access this course one evening per week via Smart Classroom. Attendance would be required at the Warrambool campus for the second weekly evening class and the workshops.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Improve your career prospects, prepare for further studies or build on your existing bookkeeping skills and maximise your employment opportunities in this field.

During this course, you will gain skills and knowledge to prepare and lodge business and instalment activity statements and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. You will also develop skills in budgeting and forecasting, payroll, reporting and using accounting software.

Successful completion of this course satisfies the educational requirements for registration with the Tax Practitioners Board to be an approved Business Activity Statement (BAS), Agent. Please note other conditions apply including a designated period of experience.

Completion of this course also meets the entry requirements for the [Diploma of Accounting](#).

What will I Learn?

You will learn the skills and knowledge required for different jobs within the financial services industry in Australia.

This includes:

- budgets and forecasts
- financial performance
- cloud computing
- computerised accounting systems
- payroll
- financial reports
- professional practice

Mode of delivery

Classes at Colac, Hamilton and Portland will be delivered via Smart Classroom.

The Smart Classroom delivery mode allows you to virtually attend and actively participate in classes, interact with other students and the teacher,

while at the same time reducing the need for travel – especially at night. Although it is not quite the same as having a teacher in the class with you, the teacher will be available to answer any questions live and in real-time. Teachers are also able to assist students outside of class times via email.

Course Outcomes and Career Opportunities

Upon completion of this course, you will be equipped with the skills and knowledge to undertake a range of professional bookkeeping or accounting roles in financial and other industries including:

- Accounts Payable Officer
- Accounts Receivable Officer
- Bookkeeper
- Payroll officer

You will also be eligible to apply to the Tax Practitioners Board to be an approved Business Activity Statement (BAS), Agent. Other conditions may apply including a designated period of experience.

Pathways

Upon successful completion of this course, you may continue further study in the [Diploma of Accounting](#). Completion of this course meets the entry requirements for the Diploma of Accounting.

You may also choose to continue further study at Bachelor level in the business or commerce study areas. Find out more on our [University Pathways page](#).

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

Places for this FREE TAFE course are now capped and a selection process will apply for all places in 2020.

To be eligible to enrol in this course, you must complete the following steps:

1. **Attend a compulsory information session** - this information session will be specific to Certificate IV in Accounting and Bookkeeping. You will need to complete a short questionnaire at these sessions.
2. **Apply** - click the apply now button on the South West TAFE homepage or course page. You will need to fill out a short application form and will be sent a thank-you email once submitted.
3. **Complete a Pre-training Review** - your thank-you email will contain a link to complete a pre-training review. It will also include details about government-subsidies and a unique student identifier.
4. **Attend an interview** - we will contact you to arrange an interview time (in person or over the phone)
5. **Receive your offer to enrol** - we will contact you with an offer to enrol.

If you are entering this course directly from secondary school you must have completed Year 12.

Course requirements

To be eligible for this qualification you must successfully complete 13 units: 8 core and 5 elective units.

You are required to provide your own device to use in class that is compatible with the accounting software. You can chat with the course coordinator about the device at your interview.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBFIA401	Prepare financial reports	50	\$20.00
BSBSMB412	Introduce cloud computing into business operations	50	\$0.00
FNSACC311	Process financial transactions and extract interim reports	60	\$0.00
FNSACC312	Administer subsidiary accounts and ledgers	40	\$0.00
FNSACC408	Work effectively in the accounting and bookkeeping industry	40	\$0.00
FNSACC416	Set up and operate a computerised accounting system	80	\$0.00
FNSTPB401	Complete business activity and instalment activity statements	50	\$0.00
FNSTPB402	Establish and maintain payroll systems	45	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBITU306	Design and produce business documents	80	\$20.00
BSBITU402	Develop and use complex spreadsheets	50	\$20.00
BSBSMB402	Plan small business finances	50	\$0.00
FNSACC313	Perform financial calculations	30	\$0.00
FNSACC412	Prepare operational budgets	40	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suits your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. Free TAFE - Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
2. Government Subsidised Fee - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Check your eligibility](#)
3. Government Subsidised Concession Fee - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment. You may be eligible for the concession rate.
[Find out more about concession rates](#)
4. Full fee - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only and may be subject to change without notice and given individual circumstances. Your actual fees will be calculated based on your individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$5,380.00
Concession rate	\$1,080.00
Full fee rate (if not eligible for govt subsidy)	\$8,555.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$40.00

This is a Free TAFE course

Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more](#) or chat with our Customer Service team on [1300 648 911](tel:1300648911), or visit a [SWTAFE Campus](#).

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined and discussed with you prior to enrolment.

Booklist

Your course may require you to purchase additional materials or books (eg uniform, stationery, textbooks). Some of these items are optional and some are mandatory, however, you are able to choose where to purchase these items from (including second hand).

You can download the booklist for this course here: <https://www.swtafe.edu.au/media/2218/fns40217-certificate-iv-in-accounting-and-bookkeeping-2020-booklist.pdf>

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our [Pathfinders Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you. Call, email or drop in.

Call 5564 8515 or email skillsandjobscentre@swtafe.edu.au

How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional course information.
4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).