



BAS Agent Registration Skill Set

(FNSSS00004)

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

www.mentor.edu.au



“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused purely on Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



Phone Support
Available

1300 306 146

+61 3 8317 2953

Monday to Friday 9am to 5.00pm (AEST)



Email Support
Response within two business days

You can get one on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.



Skill Set name	BAS Agent Registration Skill Set
Skill Set code	FNSSS00004
Delivery options	Online Learning
Skill Set duration	Up to 6 months
Assessments	Multiple Choice Questions and Assessment Task(s)
Nationally recognised	Yes

Skill Set Overview

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Skill Set Overview

The BAS Agent Registration Skill Set (FNSSS00004) has been designed for individuals who are seeking registration as a business activity statement (BAS) agent with the Tax Practitioners Board (TPB) and provides credit towards both the Certificate IV in Bookkeeping (FNS40215) and Certificate IV in Accounting (FNS40615).

This course is suitable for individuals working in the accounting or finance industry seeking to gain formal BAS and payroll qualifications. Individuals undertaking this course will gain the knowledge to carry out business activity and instalment activity statement responsibilities as well as learn to create and maintain a payroll system.

Industry Endorsed and Trusted

Individuals seeking registration as a BAS Agent under the Tax Agent Services Act 2009 (TASA) are generally required to have successfully completed Mentor's BAS Agent Registration Skill Set FNSSS00004, which is approved by the Taxation Practitioner Board (TPB) and includes a course in basic GST/BAS taxation principles.

Mentor's BAS Agent Course comprises the BAS Agent Registration Skill Set (FNSSS00004) and is a nationally recognised accredited qualification.



Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for participants to successfully complete this course, it is recommended they have an accounting or bookkeeping background and have strong literacy and numeracy skills.

Who Should Enrol?

The BAS Agent Registration Skill Set is suitable for those currently employed or seeking in employment as a Bookkeeper and/or Accountant.

Skill Set Outcomes

Successful completion of this Skill Set combined with the suitable assessment methods as set by the Tax Practitioners Board (TPB) meets the requirements for a course in basic GST/BAS taxation principles that is approved by the TPB. Persons

seeking BAS agent registration should check with the TPB for details of current registration requirements, including those relating to experience and, fitness and propriety.

Assessment

To complete your assessment and meet the requirements for performance evidence, you may be required to undertake a combination of tasks. These can include:

- Multiple choice
- Short answer questions
- Case study and scenario responses
- Projects
- Portfolio
- Role Play
- Practical Demonstration, or
- Journal and Self-reflection exercises



Course Outline

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Units of Competency Summary

Core Units

- FNSTPB401 Complete business activity and instalment activity tasks
- FNSTPB402 Establish and maintain payroll systems

Units of Competency

FNSTPB401 - Complete business activity and instalment activity tasks

This unit describes the skills and knowledge required to identify requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.

It applies to individuals who use a range of organisational and analytical techniques to supply specific bookkeeping services to an organisation or small business.

FNSTPB402 - Establish and maintain payroll systems

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process payroll data for manual and computerised systems.

It applies to individuals who use a range of organisational techniques and work for an organisation or small business.

Study options

www.mentor.edu.au

Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

How to Enrol

To enrol, you can complete one of the following options:



Visit <https://enrolments.mentor.edu.au/enrol-selfserve> and complete the online enrolment form



Download and complete the Student Enrolment Form and scan/email to learn@mentor.edu.au



Call 1300 306 146 (option 1 'new enquires') or +61 3 8317 2953 (for International students)

Mail

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