



Certificate IV in Accounting and Bookkeeping

(FNS40217)

Course Overview


Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

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“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.

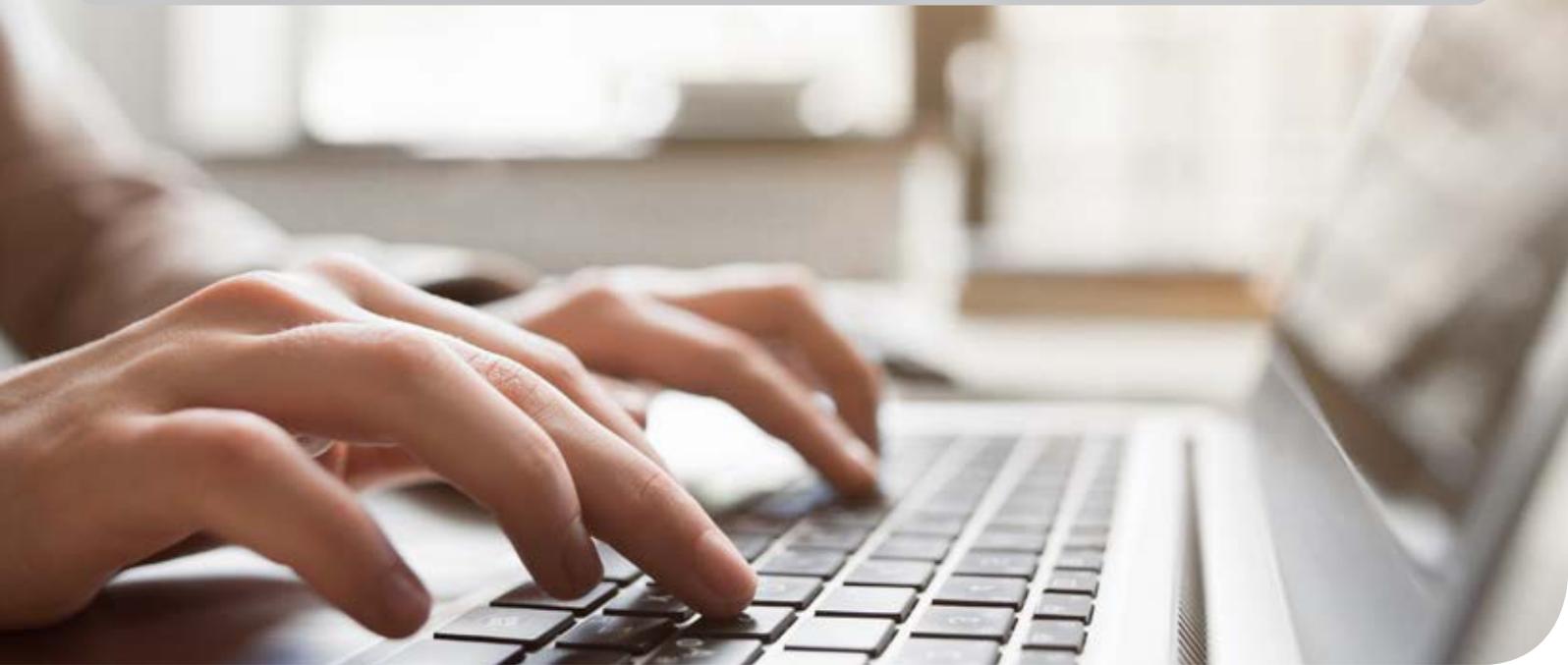
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art 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.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.



50,000

Job openings over the next five years are expected to be greater than 50,000*

*Source: Department of Employment

\$54,964

The average yearly earnings of a bookkeeper before tax*

*Source: Department of Employment

Course name

Certificate IV in Accounting and Bookkeeping

Course code

FNS40217

Delivery options

Online Learning or Classroom

Course duration

Up to 2 years

Assessments

Assessment tasks may be a combination of Multiple choice, Short answer questions, Case study and scenario responses, Projects, Portfolio, Role Plays, Practical Demonstration, Journal and Self-reflection exercises

Nationally recognised

Yes

Potential Jobs

- Accounts Clerk,
- Accounts Receivables Officer
- BAS Agent
- Accounts Assistant
- Investment Analyst
- Accounts Payable Officer,
- Administrative Officer,
- Bookkeeper
- Payroll Officer
- Cost Accountant

Course Overview

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The Certificate IV in Accounting and Bookkeeping (FNS40217) is ideal for those individuals undertaking or seeking roles in the accounting sector, including bookkeepers, accounts clerks and BAS Agents.

Course Overview

Delivered via online study, this qualification introduces students to a broad range of accounting and bookkeeping skills including the preparation of financial reports, completion and lodging of business activity and instalment activity statements, ledger administration, cloud computing and processing financial transactions.

Successful completion of this qualification will help you to:

- Be awarded and recognised as holding the most current nationally recognised Accounting and Bookkeeping qualification
- Be recognised for completing units covering GST and BAS which are required to become a registered BAS agent

Industry Endorsed and Trusted

Mentor Education's Certificate IV in Accounting and Bookkeeping (FNS40217) qualification is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

With over 15 years' experience and more than 20,000 students, Mentor Education has a well-earned reputation as the largest privately-owned finance, business and accounting services education provider,

with full student support, quality training and assessment.

Who Should Enrol?

Mentor Education's Certificate IV in Accounting and Bookkeeping (FNS40217) is suitable for professionals currently in a bookkeeping or accounting role, looking to validate their existing skills and knowledge with a formal qualification. It is also suitable for those seeking to enter the industry in an accounting or bookkeeping role.

Course Entry requirements

This is an open entry course with no pre-requisite qualifications.

In order for you to successfully complete this qualification, it is strongly recommended that students have a strong grasp of computer/technical skills, MYOB installed on their computer, Microsoft Office (Word and Excel) installed on their computer, access to a reliable high-quality internet connection and literacy/numeracy skills.

Versions of MYOB are available for both Windows-based computers and Mac-based computers, however - it is recommended that students have access to a Windows-based computer and Microsoft Office (Word and Excel), making it easier to follow the Windows-based examples and instructions.

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Course Outcomes

Upon successful completion of this course, you will be awarded the Certificate IV in Accounting and Bookkeeping (FNS40217) qualification.

Mentor Education's Certificate IV in Accounting and Bookkeeping is a nationally recognised qualification from the Financial Services Training Package which complies with the Australian Qualifications Framework standard.

Successful completion will help you to:

- Achieve the latest bookkeeping qualification, including the GST/BAS units required for registration as a BAS agent.
- Become an expert user of MYOB, Australia's most widely used accounting system

Assessment

Assessment may include:

- Examination
- Multiple Choice Questions
- Short Answer Questions
- Long Answer Questions
- Case Study and Scenario's
- Projects
- Presentations
- Research Tasks
- Role Play

Examples of activities that can be allocated to students included in self-directed hours may be:

- Set reading (textbook/workbook)
- Instructed research
- Self-directed research
- Webinars
- Forums

Course Outline

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The total duration for the course is 795 hours which will be delivered over 30 weeks.

The course has been structured so that delivery will complement the training with step by step required skills and knowledge, providing the learner with an efficient delivery model from start to finish, ensuring each individual's needs will be met with their specialisation award.

Units of Competency Summary

Core Units

- BSBFIA401 Prepare financial reports
- BSBSMB412 Introduce cloud computing into business operations
- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements*
- FNSTPB402 Establish and maintain payroll systems*

Elective Units

- FNSACM401 Evaluate and authorise payment requests
- BSBCUS301 Deliver and monitor a service to customers
- BSBWOR501 Manage personal work priorities and professional development
- FNSACC313 Perform financial calculations
- FNSACC411 Process business tax requirements

* Units form BAS Agent Registration Skill Set

Course Outline

Units of Competency

Core Units

BSBFIA401 - Prepare financial reports

This unit describes the skills and knowledge required to record general journal adjustment entries and to prepare end of year financial reports.

It applies to individuals who are responsible for preparing financial reports and may provide administrative support within an organisation or small business.

BSBSMB412 - Introduce cloud computing into business operations

This unit describes the skills and knowledge required to understand internet computing and cloud services. It involves undertaking a basic review of business computing needs and identifying options for introducing cloud computing services into a small business or work area in an organisation.

It applies to individuals who use problem-solving skills and take responsibility for adopting and promoting approaches to improve business operations.

FNSACC311 - Process financial transactions and extract interim reports

This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare and post journal entries, prepare banking and reconcile financial receipts and extract a trial balance and interim reports.

It applies to individuals who use specialised knowledge and follow processes to carefully check detailed financial information to ensure standards are maintained.

FNSACC312 - Administer subsidiary accounts and ledgers

This unit describes the skills and knowledge required to reconcile and monitor subsidiary accounts in financial accounts receivable systems, identify poor debts and plan a recovery action, record creditor invoices, and remit payments to sundry creditors.

It applies to individuals who use specialised knowledge and follow processes to problem solve within the scope of own responsibility.

FNSACC408 - Work effectively in the accounting and bookkeeping industry

This unit describes the skills and knowledge required to work in teams to complete activities relating to accounting and bookkeeping services.

It applies to individuals who use a range of research and organisational techniques to establish their work requirements in the accounting industry.

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FNSACC416 - Set up and operate a computerised accounting system

This unit describes the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This involves processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity.

It applies to individuals who use specialised knowledge, information technology, and planning and organising skills to establish and maintain an organisational system in service and trading environments.

FNSTPB401 - Complete business activity and instalment activity statements

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.

Elective Units

FNSACM401 - Evaluate and authorise payment requests

This unit describes the skills and knowledge required to verify the validity of payment requests, prepare payment documentation and authorise payments.

It applies to individuals who may work under limited supervision and hold responsibility in ensuring that controls are adhered to when processing financial transactions.

BSBCUS301 - Deliver and monitor a service to customers

This unit describes the skills and knowledge required to identify customer needs and deliver the best customer service possible.

It applies to individuals who apply a broad range of competencies in various work contexts.

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BSBWOR501 - Manage personal work priorities and professional development

This unit describes the skills and knowledge required to create systems to organise information and prioritise tasks.

FNSACC313 - Perform financial calculations

This unit describes the skills and knowledge required to use a range of calculation methods when performing financial calculations and checking outcomes.

It applies to individuals who use literacy and numeracy skills to perform computational tasks as part of their job role.

FNSACC411 - Process business tax requirements

This unit describes the skills and knowledge required to maintain business taxation accounting records and to process lodgements and returns according to Australian Taxation Office (ATO) requirements, excluding income tax.

It applies to individuals who use specialised knowledge and procedures to process taxation-related information.

Benefits

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Association Membership

After enrolling into this program, you will be provided with a student membership with the Institute of Certified Bookkeepers (ICB) and/or the Institute of Public Accountants (IPA) and free of charge.

Institute of Certified Bookkeepers' student membership

You will receive a complimentary Student Membership to the Institute of Certified Bookkeepers. This entitles you to the following services with the ICB:

- Specialised student newsletter keeping you up to date with changes in the industry,
- Student resources to assist you in learning more about working as a bookkeeper; and
- Network meetings with industry professionals

Institute of Public Accountant's student membership

As part of your Institute of Public Accountant's student membership you will have access to the following benefits:

- Access to IPA's online Magazine Our Public Accountant Digital Hub
- Introductions to popular IPA Discussion Groups, held all over Australia, with top speakers on a range of subjects
- Invitations to events and networking forums with top accounting and finance leaders

Once you have completed your studies you will have a chance to upgrade your student membership to become a Graduate Associate of the IPA.

Transition and upgrading information

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Current students enrolled in the Certificate IV in Bookkeeping (FNS40215) and/or the Certificate IV in Accounting (FNS40615) have the option to transition to the new qualification.

The Certificate IV in Accounting (FNS40615) and Certificate IV in Bookkeeping (FNS40215) will continue to be recognised pre-requisites for entry into the Diploma of Accounting (FNS50217). The Certificate IV in Accounting and Bookkeeping (FNS40217), the Certificate IV in Accounting (FNS40615) and Certificate IV in Bookkeeping (FNS40215) courses will continue to be Nationally Recognised qualifications accredited under the Australian Qualifications Framework (AQF).

Students with older versions of the Certificate IV Bookkeeping, Certificate IV Accounting, Diploma of Accounting qualifications (FNS10 Training Package or earlier)

For those students that may have completed older versions of the qualifications (FNS10 Training Package or earlier) that that are wanting to update their Certificate IV Bookkeeping or Certificate IV Accounting for entry to the new Diploma qualification (subject to ASQA approval) we will make available the following skill set:

FNSSS00014 Accounting Principles Skill Set:

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers

- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems;

For those students that may have completed older versions of the qualifications (FNS10 Training Package or earlier) that that are wanting to update their Diploma of Accounting for entry to the new Advanced Diploma qualification (subject to ASQA approval) we will make available the following skill set:

FNSSS00015 Advanced Accounting Principles Skill Set:

- FNSACC511 Provide financial and business performance information
- FNSACC512 Prepare tax documentation for individuals
- FNSACC513 Manage budgets and forecasts
- FNSACC514 Prepare financial reports for corporate entities
- FNSACC516 Implement and maintain internal control procedures
- FNSACC517 Provide management accounting information

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:



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

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