Certificate IV in Bookkeeping
FNS40210

Qualification Rules

You must complete 13 units of competency
9 core units plus 4 elective units
Of the 4 elective units, up to 2 units may be selected from a Certificate III level

UNITS OF COMPETENCY

CODE	TITLE
	CORE UNITS
BSBFIA401A	Prepare financial reports
BSBITU306A	Design and produce business documents
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
FNSBKG401A	Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG402A	Establish and maintain a cash accounting system
FNSBKG403A	Establish and maintain an accrual accounting system
FNSBKG404A	Carry out Business Activity Statements and Instalment Activity Statements
FNSBKG405A	Establish and maintain a payroll system
FNSINC401A	Apply principles of professional practice to work in the financial services industry
	ELECTIVE UNITS
BSBCUS301A	Deliver and monitor a service to customers
BSBITU402A	Develop and use complex spreadsheets
BSBWRT301A	Write simple documents
FNSACC302A	Administer subsidiary accounts and ledgers
FNSACC404A	Prepare financial statements for non-reporting entities
FNSACC405A	Maintain inventory records
FNSACC406A	Set up and operate a computerised accounting system

If seeking BAS registration the Tax Practitioners Board stipulates that you complete:
FNSBKG404A Carry out Business Activity Statements and Instalment Activity Statements; and
FNSBKG405A Establish and maintain a payroll system

Co-requisites for:

FNSBKG402A Establish and maintain a cash accounting system:
FNSACC404A Prepare financial statements for non-reporting entities
FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities

FNSBKG403A Establish and maintain an accrual accounting system
FNSBKG402A Establish and maintain a cash accounting system

FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities:
FNSBKG403A Establish and maintain an accrual accounting system
FNSBKG404A Carry out business activity and instalment activity statement tasks

Cost: $2,500 – Payment options are available
Training Delivery: The training can be delivered in a variety of ways including self-paced Trainer facilitated, supported distance and trainer led.
Traineeship: Employers may be eligible for Commonwealth funding.

NATIONALLY RECOGNISED TRAINING

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