



CERTIFICATE IV IN ACCOUNTING & BOOKKEEPING

COURSE CODE FNS40217

LAUNCH YOUR CAREER IN ACCOUNTING

At IPS Institute we provide you and your organisation with the right career advice and guidance on which course units and subsidy option will best fit with your goals. This course will give you the combined practical bookkeeping skills and accounting concepts you need to attain bookkeeping, tax and accounting roles across a wide range of industries.

This nationally recognised qualification is tailored to individuals either currently working in bookkeeping and accounting roles or those preparing to launch a career as a professional bookkeeper, payroll officer, accounts clerk or BAS agent.

You will learn:

- ✓ Prepared financial reports
- ✓ Set up and operate a computerised accounting system
- ✓ Complete business activity and instalments activity statements
- ✓ Established and maintain payroll systems
- ✓ Prepare operational budgets
- ✓ Process business tax requirements

Our emphasis is on delivering quality training enabling students to reach their goals and aim for career advancement.



**100%
ONLINE
LEARNING**



**30 DAY
RISK FREE
GUARANTEE**



**UNLIMITED
1:1 VIRTUAL
SUPPORT**



**NATIONALLY
ACCREDITED
QUALIFICATION**

Earn More. Learn More.

COURSE STRUCTURE

To obtain the FNS40217 Certificate IV in Accounting and Bookkeeping, you must achieve competency in 13 units of competency, which is made up of eight (8) core units and five (5) elective units, of which:

- All five (5) units may be chosen from the elective units listed below
- Up to two (2) units may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

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 ¹
FNSTPB402	Establish and maintain payroll systems ¹

¹Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

TRAINERS AND ASSESSORS

Our team of Learning Coaches are available to help you go over specific course content and provide practical advice from someone who has many years of hands-on real experience in the industry. IPS Learning Coaches share the real world of work with their students.

SAMPLE ELECTIVE UNITS

BSBCUS301	Deliver and monitor a service to customers
BSBCUS403	Implement customer service standards
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBWOR501	Manage personal work priorities and professional development
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations
FNSACC405	Maintain inventory records

GET QUALIFIED

Based on prior learning and work experience in a related field IPS Institute will conduct a Recognition of Prior Learning evaluation giving you the ability to fast track this qualification. Previously completed units of competencies or qualifications in a related field may provide you eligibility to Credit Transfer the units you have already completed.

**A TOTAL OF 13 UNITS ARE REQUIRED TO
ACHIEVE THIS QUALIFICATION**





KEY INFORMATION

ENTRY REQUIREMENTS

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills, and computer skills. If English isn't your first language, you may be required to sit an LLN test to ensure you are suitable to undertake the course.

CAREER OPPORTUNITIES

Potential career outcomes for those who complete FNS40217 Certificate IV in Accounting and Bookkeeping include:

- BAS Agents
- Contract Bookkeeping
- Professional Bookkeeping
- Accounts Clerk
- Accounting Support Officer

RESOURCES

The learning resources contains all learning materials and components of the assessment tools - no need to purchase any additional text books etc. To complete your qualification you'll need to have access to a computer with reliable internet access, PC with an accounting software program either Xero or MYOB, calculator, email account, adobe reader, MS word and Excel.

ABOUT IPS INSTITUTE

IPS Institute (RTO #32186) has been a registered training organisation since 2006. We support organisations, business owners, teams, and individuals to gain their skill acquisition through real work applications and enhance their soft skills for a brighter and more productive future.

Each of our trainers brings years of real-world experience and expertise from

Our motto is Learn More | Earn More.

SIMPLE PAYMENT OPTIONS

Certificate 3 Guarantee

The Certificate 3 Guarantee, funded by the Queensland Government, is available to eligible individuals to gain their first post school Certificate III qualification or Certificate IV qualification.

Contribution Fees (Certificate 3 Funding):

\$130 concessional (Average per unit cost \$10)

\$260 non-concessional (Average per unit cost \$20)

We offer you:

RPL Applications Cost = \$0

6-Month Extension Cost = \$0

Upon enrolment you will receive and IPS Institute Induction which includes:

- Complimentary profile test to determine your strengths so that we can tailor your elective selections to meet your specific needs
- Short course on-line explaining your profile
- Career Alignment Pathway Session (30 mins) to guide you on your path to career success
- Access to our private IPS Institute Facebook Group where you can interact with other students and faculty
- Monthly webinars for professional and personal development with our CEO Victoria Jennings

HIGHER LEVEL SKILLS

The Higher Level Skills program, funded by the Queensland Government, is available for eligible individuals to gain a Certificate IV level or above qualification and priority skill sets.

UPFRONT PAYMENT AND PAYMENT PLANS

Upfront payment and payment plans are available. Contact us for more details.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE REQUIREMENTS DO I NEED TO COMPLETE THE COURSE?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable Internet connection, at least the equivalent of Microsoft Office, Office for Mac, with word processing capabilities and spreadsheets and a PDF reader installed.

WHAT SUPPORT IS PROVIDED?

All support is provided by IPS. You can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches.

I WORK FULL TIME, CAN I ACCESS MY COACH AFTER HOURS?

Our coaches work late on selected nights and are happy to book in after-hours calls. We have students across all time zones, so our Learning Coaches are conscious of accounting for time differences.

HOW LONG DOES THE COURSE TAKE?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines. No inflexible classes to work around. No pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months.

HOW IS THE COURSE DELIVERED?

The course is delivered 100% online through our student portal. You'll complete written activities and practical assessment tasks to demonstrate what you've learned throughout the unit. You will have access to a Learning Coach for any questions or clarifications you may need. You will also have access to webinars from our CEO and Learning Coaches.

WHAT ARE THE ASSESSMENTS?

There are no exams for the course. All assessments involve case studies, multiple-choice questions, short-answer questions, roleplays, business plans.

WHEN CAN I START?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

SELECTION CRITERIA

As part of the selection criteria for this program it is highly recommended that students have completed year 10 or be of a mature age and possess sound literacy, numeracy and computer skills.

IPS INSTITUTE GUARANTEES



STUDENT FOCUSED

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



QUALITY CONTENT

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



CUSTOM DELIVERY

We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams.



FULL SUPPORT

Our Learning Coaches are experts in their industries with a wealth of knowledge and real-world experience and are committed to helping you achieve your goals.

Take your career to the next level!

ENROL TODAY!



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