



# FNS40222

## Certificate IV in Accounting and Bookkeeping

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NATIONALLY RECOGNISED  
TRAINING

## FNS40222 - Certificate IV of Accounting and Bookkeeping

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers, and of those employees performing bookkeeping tasks for organisations in a range of industries.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB), and this qualification is currently cited as meeting the TPB education requirements for registration. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

On successful completion of this program, students will have gained valuable skills and knowledge to apply to a multitude of roles and industries as well as establish a pathway to higher education.

Request a Skills Assessment to determine your RPL opportunities.

### Program Details

<b>Qualification:</b> Certificate
<b>Nationally recognised:</b> Yes
<b>Delivery mode:</b> Online
<b>Program duration:</b> 1 year
<b>Start anytime:</b> Yes
<b>Self-paced:</b> Yes
<b>Fee:</b> \$3,250.00 (Ask us about government funding)
<b>Payment plan:</b> Yes
<b>RPL Options:</b> Yes

### Assessment

- Assessments to test your theoretical knowledge
- Practical tasks to test skills and knowledge
- Formal examination
- Dedicated trainer/assessor to support you.

### Career Opportunities

- Accounts Receivable/Payable Clerk
- Account Manager
- BAS Agent
- Bookkeeper or consultant
- General accounts assistant
- Payroll service provider
- Systems consultant.



Contact us for more information  
E: [hello@mycpe.com.au](mailto:hello@mycpe.com.au)



## Unit Descriptions

The qualification includes a total number of 13 units, comprising of 10 core units plus 3 elective units (select Stream A or Stream B).

### CORE UNITS

#### BSBTEC302 - Design and produce spreadsheets

- Select and prepare resources
- Plan spreadsheet design
- Create spreadsheet
- Produce charts, finalise and present spreadsheets.

#### FNSACC321 - Process financial transactions and extract interim reports

- Check and verify supporting documentation
- Complete data entry
- Extract a trial balance and interim reports.

#### FNSACC322 - Administer subsidiary accounts and ledgers

- Review accounts receivable process, identify bad and doubtful debts plus plan recovery action
- Prepare reports and file documentation
- Distribute creditor invoices for authorisation, remit payments, prepare reports and reconcile balances.

#### FNSACC412- Prepare operational budgets

- Prepare budget
- Set budget timeframe
- Document budget.

#### FNSACC414 - Prepare financial statements for non-reporting entities

- Compile data required for preparing financial statements for non-reporting entities
- Calculate financial ratios for liquidity, activity and profitability, and analyse the significance of those calculations
- Prepare financial statements for non-reporting entities.

#### FNSACC418 - Work effectively in the accounting and bookkeeping industry

- Develop professional working relationships
- Identify, set up and maintain systems for compliance
- Work autonomously or in a team to complete tasks
- Develop and maintain personal competency.

#### FNSACC421 - Prepare financial reports

- Prepare and maintain asset register
- Record general journal entries for balance day adjustments
- Update and prepare final general ledger accounts
- Prepare end-of-period financial reports.

#### FNSACC426 - Set up and operate computerised accounting systems

- Implement an integrated accounting system
- Process transactions in the system
- Maintain the system and ensure system integrity
- Produce reports.

#### FNSTPB411 - Complete business activity and instalment activity statements

- Research and contextualise industry regulations relating to payroll service provision
- Interpret impact and risk factors of regulations on payroll services
- Confirm payroll services comply with regulations
- Maintain compliance of payroll services with regulations.

#### FNSTPB412 - Establish and maintain payroll systems\*

- Establish payroll requirements
- Record, prepare and process payroll
- Handle payroll enquiries
- Maintain payroll.

#### Note the following unit outcomes:

\*Units included in the Tax Practitioners Board approved for a course in basic GST/BAS taxation principles:

- FNSSS00004 - BAS Agent Registration Skill Set.

## Unit Descriptions

The qualification includes a total number of 13 units, comprising of 10 core units plus 3 elective units (select Stream A or Stream B).

### ELECTIVES - Stream A

- BSBPEF501 Manage personal and professional development
- FNSACC413 Make decisions in a legal context
- BSBHRM526 Manage payroll.

### ELECTIVES - Stream B

- BSBHRM526 Manage payroll
- FNSPAY511 Process salary packaging arrangements and additional allowances in payroll
- FNSPAY512 Process superannuation payments in payroll.

## Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB), and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply, including a designated period of experience. Persons seeking registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.



## Study with My CPE

My CPE offers every student an individualised learning plan. What this means for you is that all elective choices can be tailored to suit your specific requirements, interests and outcomes. It is, after all, your education!

Our online education programs provide flexibility to study in your own time, at your own pace, and in your own environment... anywhere, anytime. Basically, you are in control of your own learning outcomes.

The program is delivered online over a 12-month period. You can, of course, complete the program quicker.

You do need to take an active part in managing your learning outcomes. Be assured that your trainer will be available to provide support and guidance where necessary. The experienced and dedicated team at My CPE is keen to see you succeed.

### Entry Requirements

- Good language, literacy and numeracy skills
- 18 years old or over
- Completion of Certificate III in Accounts Administration or similar qualification is an advantage.

### Support

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- How to enrol in a program
- Payment options
- Terms and conditions
- Program curriculum
- RPL process
- Assessment processes
- Administration queries
- Student support services.

### Recognition of Prior Learning (RPL)

- Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program
- These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program
- Students are encouraged to notify My CPE of their interest or intention to apply for RPL prior to their enrolment
- We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### Resource Requirements

- Internet and a range of business technologies
- Accounting and payroll applications
- Appropriate documentation and resources normally used in the workplace
- No textbooks required.

### Duration

- You have 12 months to complete the program
- Recommended study hours per week: 20
- We may grant an extension in certain circumstances - additional program fees may apply.

### Pathways from the Qualification

- A further learning pathway utilising qualifications such as Diploma of Accounting, Advanced Diploma of Accounting, or the Diploma of Payroll Services would support career progression.

### Other Qualifications of interest

- FNS50222 - Diploma of Accounting
- FNS50422 - Diploma of Payroll Services
- BSB50420 - Diploma of Leadership and Management.

### Skill Sets of interest

- FNSSS00004 - BAS Agent Registration Skill Set
- FNSSS00012 - Payroll Administrator Skill Set
- FNSSS00014 - Accounting Principles Skill Set.

### Alternative Electives

- Discuss alternate elective options with your trainer if a customised program is required.

### National recognition

- The competencies in this program have been drawn from the nationally endorsed industry training package, the Financial Services Training Package (FNS)
- On successfully completing the training and assessment, the FNS40222 - Certificate IV in Accounting and Bookkeeping qualification will be issued. A Record of Results listing all units of competency achieved will also be issued
- The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider financial services industry
- My CPE Pty Ltd will issue a qualification within 30 days of the final assessment being completed.



**Learn more**

<https://training.gov.au/Training/Details/FNS40222>

## Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, responses to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment.** The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references
- **Written Report / Case Study / Portfolio.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor
- **Project Work.** The student is required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (reports, memos, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project
- **Demonstration / Role-Play.** The student is required to demonstrate a range of skills whilst being observed by or interacting with the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during a practical activity
- **Workplace Supervisor Report.** Workplace supervisors may be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements
- **Note:** This qualification is designed to meet the education requirements of the Tax Practitioner Board (TPB). Where registration with the TPB is sought, assessment of certain units of competency must reflect the conditions described by the regulator which stipulate that a significant amount (at least 40%) must be completed under some form of independent supervision. Where recognition of prior learning (RPL) is used, it must also meet the requirements of the Board's policy on RPL. For these reasons, a Formal Examination must be sat under supervision. Your assessor will provide detailed information on the specific requirements.

Details of requirements can be accessed on the TPB website at <http://www.tpb.gov.au>.

## Student Information

- Detailed student information is available within our Learner Handbook, which is supplied with the enrolment package
- This booklet contains important information about our student's rights and obligations, such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision
- It is important that persons applying for enrolment have had an opportunity to review this information first
- Please contact us, and we can send this information to you straight away
- Our team is on hand to support you throughout the duration of your enrolment. We encourage communication between our students and our team, so please reach out for guidance if you have any queries.

## Cost

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, along with details of refund rights and obligations
- Government funding may be available to eligible participants
- Contact us and get the ball rolling!

## How to Enrol

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Enrol online at [www.mycpe.com.au/enrol](http://www.mycpe.com.au/enrol)
- **Step 3:** You will be contacted to organise your enrolment and payment details
- **Step 4:** Language Literacy and Numeracy assessment may be conducted
- **Step 5:** Upon confirmation of payment or a payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.

## Who is Responsible for Your Training?

- My CPE Pty Ltd is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates
- Registered Training Organisation – (RTO) Provider No: 45717.



**Contact Us**  
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**A:** Suite 99, Level 54  
111 Eagle St, Brisbane QLD 4000  
**W:** [www.mycpe.com.au](http://www.mycpe.com.au)

## Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws.

These protections include areas such as unfair contract terms, a consumer guarantee to a statutory cooling-off period, and protection from unscrupulous sales practices.

You can find out more information about your rights as a consumer from the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of protection.

Please visit the following site for more information about Australian Consumer Law: [www.consumer.gov.au](http://www.consumer.gov.au).

## Statutory cooling-off period

The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling-off period if one is applicable. A statutory cooling-off period is defined within the Australian Consumer Law introduced in 2011.

A statutory cooling-off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling-off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

My CPE do not engage in unsolicited marketing or sales tactics, and therefore, a statutory cooling-off period is not applicable to our learners who have enrolled in a program through contacting us.

For refund options in other circumstances, learners and staff must refer to the refund policy.





**QUALITY**



**ASSESSORS**



**PRACTICAL  
FOCUS**



**AWARD**



**CONVENIENCE**



**SUPPORT**

## SUPPORT

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- How to enroll in a program
- Payment plans and options
- Terms and conditions
- Program curriculum
- Credit transfers
- RPL process
- Assessment processes
- Administration queries



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My CPE RTO Code: 45717