



# FNSSS00004 - BAS Agent Registration Skill Set

## COURSE INFORMATION



## FNSSS00004 - BAS Agent Registration Skill Set

This Skill Set describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete Business Activity Statements (BAS), Instalment Activity Statements (IAS), and other required reports.

The Skill Set comprises two units of competency from Certificate IV in Accounting and Bookkeeping and, together with the appropriate assessment methods as set by the TPB, meets the requirements for "a course in basic GST/BAS taxation principles that is approved by the Board".

This Skill Set, together with the appropriate 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 other current registration requirements.

Our expert trainers/assessors and dedicated student support team at My CPE will fully support you. On successful completion of this program, students will receive a nationally recognised Statement of Attainment.

### Unit Descriptions

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

- Identify compliance and other requirements
- Apply industry codes of conduct
- Application of GST effects and code transactions
- Report on payroll activities and amounts withheld
- Report, reconcile and lodge Activity Statements.

#### FNSTPB412 - Establish and maintain payroll systems

- Establish payroll requirements
- Record, prepare and process payroll
- Handle payroll enquiries
- Maintain payroll
- Report on payroll activity
- Prepare BAS and IAS based on payroll data.

### Program Details

**Award:** Statement of Attainment

**Nationally recognised:** Yes

**TPB Approved:** Yes

**Delivery mode:** Online

**Program duration:** 6 Months

**Start anytime:** Yes

**Self-paced:** Yes

**Fee:** \$825.00

**Payment plan:** No

**RPL Options:** Yes

### Assessment

Assessments may include a blend of:

- Theory Assessment
- Written Report/reflection
- Project Work/Practical activities
- Role Play/Observation
- Examination (open book)
- Case Studies.

### Career Opportunities

- Accountants Receivable/Payable Clerk
- Account Manager
- BAS Agent
- Bookkeeper
- Consultant
- General accounts assistant
- Systems consultant.



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

## Study with My CPE

Our online self-paced learning programs provide flexibility to study in your own time, at your own pace, and in your own environment... anywhere, anytime.

The program is delivered online over a 24-week period; however, you are able to complete the program at a faster pace.

You are encouraged 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.

## Important Information

### Licensing/Regulatory Information

- 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 Skill Set is currently cited as meeting the TPB education requirements for an approved course in basic GST/BAS taxation principles
- 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.

### Entry Requirements

- Be aged 18 years or over
- Hold a minimum of a Higher School Certificate (or equivalent)
- Be able to commit to the course duration and time frame
- Have completed the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment
- Have access to the resources listed below.

### Resource Requirements

- Internet access
- Technology, office equipment, calculator, and relevant resources used in the workplace
- Software applications such as word processing, spreadsheets, presentation software and email
- Accounting and payroll software
- A recording device (such as a Smart Phone or iPad) to record work and submit via the e-Learning Portal
- Basic stationery.

## Support

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

- Pre-enrolment information
- How to enrol in a course
- Payment options
- Terms and conditions
- Course curriculum
- Credit Transfer and the RPL process
- Assessment processes
- Student support and wellbeing
- Extensions and applicable fees
- Administration queries.

## Recognition of Prior Learning (RPL) / Credit Transfer

- Recognition of Prior Learning (RPL) and Credit Transfer options are available to eligible applicants. Individuals are encouraged to contact My CPE to discuss their personal learning pathway and determine their eligibility for Credit Transfer or RPL
- RPL is the process of recognising the experience and skills that a person has acquired throughout their career. The principles of RPL will be applied at all stages of your program. If existing competence is evident, it will be recognised and applied to expedite the completion of your program
- You will be provided with an opportunity to request RPL during your interview with your Assessor; however, RPL can be requested at any stage.

## Duration

- You have 24 weeks to complete the program
- Recommended study hours per week: 6
- Extensions may be granted in certain circumstances - additional program fees may apply.

## Pathways from the Skill Set

- A further learning pathway utilising qualifications such as the Certificate IV in Accounting and Bookkeeping, Diploma of Payroll Services or the Diploma of Accounting would support career progression.

### Qualifications of Interest

- FNS50222 - Diploma of Accounting
- FNS50422 - Diploma of Payroll Services
- FNS40222 - Certificate IV in Accounting and Bookkeeping
- BSB50420 - Diploma of Leadership and Management

### Skill Sets of Interest

- FNSSS00012 - Payroll Administrator Skill Set
- FNSSS00013 - Business Ethics and Conduct Skill Set
- FNSSS00014 - Accounting Principles Skill Set.

### 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, a Statement of Attainment will be issued listing all units of competency achieved
- The Skill Set and units of competency are nationally recognised and provide individuals with a valuable learning outcome 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/FNSSS00004>

### 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.

### Assessment Requirements

Assessments have been developed with the busy learner cohort in mind to facilitate a practical approach to the performance and knowledge evidence required of the training package and relevant to those working in professional service roles.

Your assessor will provide detailed information on the specific requirements where applicable. Regulatory requirements can be accessed on the TPB website at <http://www.tpb.gov.au>

The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment** – Involves written responses to a selection of questions which provides an opportunity to demonstrate a range of skills and knowledge applicable to the learning outcomes.
- **Written Report/Reflection** - Assessment that requires the production of a written record or report based on workplace scenarios or a case study.
- **Project/Practical activities** - A project or practical activity requires the creation of various workplace documents (financial statement, risk assessment, operational plan, personal development plan or compliance initiative, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project.
- **Role Play/Observation** – An opportunity to demonstrate a range of skills whilst being observed by, or interacting with, the assessor or colleagues in a simulated or real business workplace environment. These activities allow the assessor to observe the application of knowledge and skills during practical activities.
- **Case studies** - An opportunity for learners to combine their newly acquired skills and knowledge to demonstrate competence. Case Studies are often incorporated into the Project work candidates must complete.
- **Examination** – Examinations are tests that can be formal or informal. Formal Examination involves the delivery of an examination which is formally supervised to meet assessment requirements as specified by the training package and in compliance with industry regulatory requirements. Quizzes may also be used to present an informal approach to learning and assessment.
- **Note:** Where registration with the TPB is sought, assessment 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.
- The two units below are designed to meet the education requirements of the Tax Practitioner Board (TPB) and require a formal examination component if aiming for BAS agent registration:
  - FNSTPB411 Complete business activity and instalment activity statements
  - FNSTPB412 Establish and maintain payroll systems.



## 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 provide 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.

## Fees

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, which also includes details of refund rights and obligations
- Please note we do not accept more than \$1,500.00 upfront from individual learners
- Interest-free payment plans are available
- Contact us and get the ball rolling!

## The Enrolment Process

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Complete the Expression of Enrolment form online at [www.mycpe.com.au/enrol/](https://www.mycpe.com.au/enrol/)
- **Step 3:** You will be contacted to discuss your potential enrolment, suitability for the training program, and career plan
- **Step 4:** A Language, Literacy, Numeracy and Digital Skills Assessment may be conducted
- **Step 5:** Upon confirmation of enrolment and payment or agreed payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.



### Contact Us

**T:** 1300 069 273  
**E:** [hello@mycpe.com.au](mailto:hello@mycpe.com.au)  
**A:** Suite 99, Level 18  
324 Queen St,  
Brisbane QLD 4000  
**W:** [www.mycpe.com.au](https://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.



Enrol Online at <https://MyCPE.com.au/enrol/>



**QUALITY**



**ASSESSORS**



**PRACTICAL  
FOCUS**



**AWARD**



**CONVENIENCE**



**SUPPORT**

## SUPPORT

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- Payment plans and options
- Terms and conditions
- Program curriculum
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My CPE RTO Code: 45717