



## COURSE INFORMATION

# FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

PROGRAM DETAILS	
Qualification Code	FNS40222
Qualification Name	Certificate IV in Accounting and Bookkeeping
Training Package	Financial Services Training Package
CRICOS Course Code	110003D
Qualification Requirements	Total Units: 13 Core: 10 Elective: 3 Refer to <a href="https://training.gov.au/Training/Details/FNS40222">https://training.gov.au/Training/Details/FNS40222</a>
DELIVERY MODE, DURATION AND LOCATION	
Delivery Modes	Classroom based face-to-face (20 hours per week)
Program Duration	This program will be delivered over 52 weeks (4 terms with 10 weeks in each term and 12 weeks of holiday).
Delivery Period	Current
Delivery Sites	Level 3, 178-180 Queen Street, Campbelltown NSW 2560 Level 3, 123 Clarence Street, Sydney, NSW 2000 Level 10, 420 Pitt Street, Haymarket, NSW 2000
ENTRY REQUIREMENTS	
<p>Students may be new entrants. Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter time frame.</p> <p><b>Domestic:</b></p> <p>Entry requirements for the Certificate IV in Accounting and Bookkeeping are those who are 18 years or over, and:</p> <ul style="list-style-type: none"> <li>• Seeking to pursue a career as an Accounts administration, Accounts clerk, Accounts payable officer, Accounts receivable Officer, Bookkeeper, Debtors clerk and Payroll officer</li> <li>• Seeking to enter a new industry sector or a pathway to higher education qualifications.</li> <li>• All students must be aged 18 or above and have satisfactorily completed Year 12 or equivalent</li> </ul> <p>No formal qualifications or vocational experience is required. However, applicants must have a demonstrated capacity in learning, reading, writing, oral and numeracy competencies to the appropriate level of the Australian Core Skills Framework (ACSF). This will be tested prior to enrolment in the qualification.</p> <p><b>International Students:</b></p> <p>Entry requirements for this qualification are:</p> <ul style="list-style-type: none"> <li>• All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications</li> </ul> <p>No formal qualifications or vocational experience is required.</p> <p>International students must also meet IBMA's standards for English Proficiency. To demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the followings:</p> <ul style="list-style-type: none"> <li>• Academic IELTS (International English Language Testing System) overall band score: 6.0 (test results must be no more than 2 years old).</li> <li>• PTE Academic (Pearson Test of English) test score band: 50</li> <li>• CAE (Cambridge English Advanced) test score band: 162</li> <li>• OET (Occupational English Test) test score band: Minimum B for each test component</li> </ul>	



Note – Exceptions: Students from Level 1 countries, & students from English speaking countries (both, as determined by the DHA), may be granted exceptional consideration.

An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students' English proficiency to an equivalent level to IELTS 6.0 at the clients' cost as per their choice within the registered/approved provider. Production of proof of successful completion of such a course will be accepted by IBMA as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test in the campus to assess whether their English level can meet the requirements of entry into the Certificate IV course. In some instances, to confirm the suitability of your enrolment into the course, you may participate in an interview with our Director of Academic Affairs who will determine the suitability of your enrolment into the course. This interview will occur via an online meeting such as Skype or face to face.

#### PRE-REQUISITES

There are no prerequisite requirements for individual units of competency.

#### UNITS

No.	Code	Course Name	Core/ Elective	Pre- Requisites	Comments
1	BSBTEC302	Design and produce spreadsheets	Core	-	-
2	FNSACC321	Process financial transactions and extract interim reports	Core	-	These units form the FNSSS00014 Accounting Principles Skill
3	FNSACC322	Administer subsidiary accounts and ledgers	Core	-	
4	FNSTPB411	Complete business activity and instalment activity statements	Core	-	
5	FNSTPB412	Establish and maintain payroll systems	Core	-	
6	FNSACC418	Work effectively in the accounting and bookkeeping industry	Core	-	
7	FNSACC421	Prepare financial reports	Core	-	
8	FNSACC426	Set up and operate computerised accounting systems	Core	-	
9	FNSACC412	Prepare operational budgets	Core	-	
10	FNSACC414	Prepare financial statements for non-reporting entities	Core	-	
11	FNSACC405	Maintain inventory records	Elective	-	-
12	BSBWRT311	Write simple documents	Elective	-	-
13	BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	Elective	-	-

#### PATHWAYS

##### Pathways from the Qualification

After achieving this qualification candidate may choose to undertake studies in FNS50222 Diploma of Accounting, FNS60222 Advanced Diploma of Accounting or higher education at university level. IBMA is an accredited College which means we are part of the Australian Qualification Framework. Therefore, students can apply to Australian Universities that IBMA has articulations with such as the University of Southern Queensland and Southern Cross University. Students are also able to apply for credit to any Australian University upon application on an individual basis.

The primary pathway from this qualification is employment in accounting job roles.



#### STUDYING AND LIVING IN AUSTRALIA

You can find lots of useful information about living and studying in Australia at the <https://www.studyinaustralia.gov.au/> website and further information about other costs via the <https://www.livingin-australia.com/> website.

#### FURTHER INFORMATION

Please refer to our Student Services tab for more information relating to studying with IBMA in Australia. Our Student Handbook gives you a step by step guide on how IBMA will support you with your enrolment and study within Australia; so that you can make an informed decision about your future studies.

#### HOW TO ENROL/APPLY

Visit the college campus for direct enrolment

OR

Click on the Enrolment tab, download the application for enrolment form and forward queries to [info@ibma.edu.au](mailto:info@ibma.edu.au)

OR

Click on Apply Now within the Course of your choice and complete the online application form

