



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 https://training.gov.au/Training/Details/FNS40222	
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 10, 420 Pitt Street, Haymarket, NSW 2000	
ENTRY REQUIREMENTS		
Domestic Students: Target groups for the Certificate IV in Accounting and Bookkeeping are those who are 18 years or over, and: - Seeking to pursue a career as an Accounts administration, Accounts clerk, Accounts payable officer, Accounts receivable Officer, Bookkeeper, Debtors clerk and Payroll officer - Seeking to enter a new industry sector or a pathway to higher education qualifications. - All students must be aged 18 or above and have satisfactorily completed at least Year 10 or equivalent. IBMA shall conduct a mandatory RTO Suitability Test for LLND Assessment as a pre-enrolment procedure for every new applicant to assess their Language, Literacy, Numeracy and Digital Literacy (LLND) levels. This is to identify whether the student requires any additional support to enrol and study in their chosen course at IBMA. International Students: Entry requirements for this qualification are: - All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications No formal qualifications or vocational experience is required. IBMA shall conduct a mandatory RTO Suitability Test for LLND Assessment as a pre-enrolment procedure for every new applicant to assess their Language, Literacy, Numeracy and Digital Literacy (LLND) levels. This is to identify whether the student requires any additional support to enrol and study in their chosen course at IBMA. 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:		
Test Name	Minimum Score Requirement	
IELTS (Academic)	Overall band score 6.0 (Results must be ≤ 2 years old)	
PTE Academic	Overall score 50	
CAE (Cambridge English Advanced)	Overall score 162	
OET (Occupational English Test)	Minimum grade B in each component	



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

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.

The IBMA administration team can be consulted for any further information required.

PRE-REQUISITES

There are no prerequisite requirements for individual units of competency.

UNITS

No	Unit Code	Unit Name	Core/ Elective	Amount of Training		
				Formal training	Assessment	Self- study
1	BSBTEC302	Design and produce spreadsheets	Core	35	5	30
2	FNSACC321	Process financial transactions and extract interim reports	Core	50	10	30
3	FNSACC322	Administer subsidiary accounts and ledgers	Core	35	5	30
4	FNSACC412	Prepare operational budgets	Core	70	10	30
5	FNSACC414	Prepare financial statements for non-reporting entities	Core	50	10	30
6	FNSACC418	Work effectively in the accounting and bookkeeping industry	Core	50	10	30
7	FNSACC421	Prepare financial reports	Core	50	10	30
8	FNSACC426	Set up and operate computerised accounting systems	Core	70	10	30
9	FNSTPB411	Complete business activity and instalment activity statements	Core	50	10	30
10	FNSTPB412	Establish and maintain payroll systems	Core	50	10	30
11	FNSACC405	Maintain inventory records	Elective	80	20	40
12	BSBWRT311	Write simple documents	Elective	30	10	30
13	BSBHRM415	Coordinate recruitment and onboarding	Elective	50	10	30

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.

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

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.

Assessment Arrangements

Assessment will occur through a variety of methods, including projects incorporating observation, case studies and short answer questions. Assessment conditions will ensure a simulated workplace environment.

To complete the wide range of assessments, IBMA will offer the following support:

- Face to face, classroom-based learning Theory Session: underpinning knowledge.
- Ongoing Online Support: email, resources, research. IBMA (staff, trainers and assessors) will maintain regular communication with students over phone and email during outside of face-to-face training sessions to ensure that students always have adequate access to resources and support throughout their course duration.
- Skills Session: use of computer programs such as power-point, word and excel, report preparation & writing, interpreting & analysing complex material.

If any special requirements are identified during the student's suitability assessment, IBMA can offer reasonable adjustments on a case-by-case basis to assist the student in completing their assessment. Alternatively, if needed, the student can also seek external support at their own cost to fulfill their skill levels in order to undertake the desired course.

ACADEMIC INTEGRITY AT IBMA

IBMA is committed to fair and honest learning. All students must complete their own work, acknowledge sources (including AI tools), and follow clear assessment rules. We use a Reliability & Integrity Framework to make sure assessments are consistent, fair, and trustworthy across all courses. Cheating, plagiarism, or misuse of technology is treated seriously, while support and guidance are provided to help students understand academic expectations. This ensures your qualification is respected and valued in Australia and internationally.

TRANSITION ARRANGEMENTS

IBMA complies with ASQA's General Direction: Transition and teach out. When there are major changes to the Training Package, the Director of Academic Affairs and management team will review the changes made and create a plan to transition to the new training package requirements and cater for teach-out arrangements for students where required. The progress of the transition and teach-out will be monitored by the Director of Academic Affairs and the management team.

STUDENT SUPPORT AND WELLBEING

IBMA seeks to provide quality student learning experience, appropriate to the age, stage, background and circumstances of a diverse student population, regardless of their place or mode of study. IBMA offers extensive support services to all students and additional support services to CRICOS international students from different countries in acknowledgement of the challenges faced when studying abroad.

At the orientation into the qualification and during the entire course of training, IBMA shall:

- Identify the wellbeing needs of each student cohort by referring to the training product content and the characteristics of our student groups.
- Provide clear information to students about available support services and or other external organisations they can contact.
- Always maintain student privacy and seek consent before taking any wellbeing-related action.
- Monitor student wellbeing throughout the entire training and assessment journey—not just at enrolment.
- Ensure our staff and third parties understand and apply this policy in practice.
- Continuously improves our wellbeing strategies through student feedback and research.

For any queries, the IBMA administration team can be consulted either in person, over the phone or via email.

HOW TO ENROL/APPLY

Visit the college campus for direct enrolment



Administration Business hours:

Monday – Friday

7:00 am – 10:00 pm

(Reception and Admin are closed on the weekends)

OR

Click on the Enrolment tab, download the application for enrolment form and forward queries to info@ibma.edu.au

OR

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

We have Course Intake Dates throughout the year. Contact the IBMA Admin Team for further details

