

# Certificate IV Accounting [FNS40610]



NATIONALLY RECOGNISED  
TRAINING

## About this Qualification

The Certificate IV in Financial Services (Accounting) qualification is suitable for those working in accounting roles and wish to build on their skills and knowledge. This course will provide learning for those undertaking tasks such as completing Business Activity Statements (BAS) and other office taxes, producing basic management reports and preparing budgets. It is designed to provide skills in classifying, recording and reporting of accounting information, maintaining inventory records and making decisions in a legal context.

The Certificate IV qualification suits experienced staff looking at up-skilling or learning new fields so they can be multi-skilled.

## Course Suitability

The job roles that may suit this course include:

- Assistant Accountants
- Senior Bookkeepers
- Trainee Accountants
- Office Managers

## Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment\*  
\*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff where Traineeship enrolment is not suitable.

## Course Fees

The course fees for eligible New Worker Traineeship enrolments\* are paid directly by the government. The only fees payable by the employer for eligible New Worker Traineeship enrolments are the compulsory annual Enrolment Fee as set by the relevant state government.

For Existing Worker Traineeships, Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

## Course Duration

The qualification is timetabled to be completed in one year over a 36 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 3 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

The timetable can be extended to a longer period subject to maximum timeframes set in each State for Traineeship enrolments (generally 12 months but 24 months in some States).

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

## Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- access to Traineeship Incentives
- flexible method of delivery that suits busy office environments
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs



**Australian College**  
of Commerce & Management

## **College Trainers and Materials**

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

## **Course Delivery**

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning
- class room learning

In some situations the mode will be a mix of these options. Discuss these options with the College.

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy branch or office – with small periods of time being able to be used effectively.

## **Important Note**

This course teaches manual accounting – on the basis that it is important to understand the foundation skills of accounting activities. This can best be achieved through manual accounting. While you will use spreadsheets, you will not be looking at computer based accounting systems.

## **Entry Requirements**

Above average level literacy and numeracy skills are required for this qualification.

## **Course Subjects and Electives**

The qualification includes the following modules:

- Use Multiple Information Systems
- Safety and Risk Assessment
- Process Journals
- Accounts Payable
- Commercial Law
- Prepare Financial Reports
- Business Tax Requirements
- Computerised Accounting
- Payroll
- Advanced Word Processing Skills
- Professional Practices in Finance

## **Qualification & Career Pathway**

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework.

After completion of this qualification you have a range of opportunities to continue your studies at Diploma level, such as the Diploma of Accounting.

Those seeking to increase or have their team leadership skills recognised would consider the Diploma of Management.

Career paths include opportunities as:

- Accountants
- Senior Bookkeepers
- Office Managers

