

Certificate IV Bookkeeping [FNS40210]



About this Qualification

The Certificate IV in Bookkeeping is the minimum formal education requirement for a person wishing to be a Registered BAS Agent under the new legislation. It includes modules relating to GST/BAS principles that are currently mandatory requirements of the Tax Practitioners Board.

This course is designed to provide the bookkeeper with skills in developing and implementing policies and practices relevant to bookkeeping activities such as classifying, recording and reporting of accounting information, maintaining inventory records and making decisions in a legal context. It also focuses on procedural requirements for bookkeepers when establishing accounting and payroll systems

Course Suitability

This Certificate IV qualification suits

- new bookkeepers who are starting their own business,
- contract or permanent bookkeepers who wish to become accredited BAS agents, and
- small business owners who would like their staff to complete bookkeeping tasks

Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment.*

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.

*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

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 Certificate IV in Bookkeeping will progressively become the base line of education required for a bookkeeper, and it will become one of the factors required by employers and clients when considering the competence and employment of bookkeepers.



Australian College
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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.

Entry Requirements

To complete this course an average to above average level of English literacy and numeracy is required.

Microsoft Office applications and high level PC skills are needed to undertake some of the elective modules in computer applications.

Important Note

This course is based on manual accounting concepts – and as such it is important to understand the foundation skills of accounting activities.

Therefore, prerequisites may apply to the “accounting” electives as the equivalent of the Certificate III level accounts administration knowledge is required.

Course Subjects & Electives

The qualification includes the following core modules:

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

Qualification & Career Pathway

At the end of this course you will have a Certificate IV in Bookkeeping.

This qualification will enable you to fill the role of a contract bookkeeper and/or an employee performing in the role of bookkeeper for organisations and perform duties such as:

- Establish and maintain cash accounting and accrual accounting systems
- Assist with Business Activity Statements and other office tax related duties
- Set up and operate a computerised accounting system
- Establish and maintain a payroll system
- Developing Design and produce business documents
- Introduce management systems

