

# Certificate IV in Accounting and Bookkeeping

FNS40217



This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

**Common positions that may be suited with this qualification are:**

- < **Accounts administrator**
- < **Accounts clerk**
- < **Accounts receivable and payable clerk**
- < **Bookkeeper**
- < **Payroll clerk**

## **COURSE REQUIREMENTS:**

### **DOMESTIC STUDENTS**

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

### **INTERNATIONAL**

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 47 or
- must have an OET score of pass

Completed year 11

### **TRAINING DELIVERY:**

classroom-based

### **DURATION:**

- Domestic: 52 weeks
- International: 52 weeks

**Domestic students:** 13 13 89

**International students:** +61 3 9450 0500



**MECHANICAL INSTITUTE OF TRAINING AND TECHNOLOGY**

#### **Head Office**

Level 1, 158 Burgundy St, Heidelberg, Victoria 3084  
Tel: (03) 9450 0500

#### **Brunswick Campus (Melbourne)**

2/29 Cameron Street, Brunswick VIC, 3056  
Tel: 03 9450 0500

#### **Bankstown Campus (Sydney)**

6 Fetherstone St, Bankstown NSW, 2200  
Tel: 03 9450 0500

# Units of Study



## Units of study

Students will need to complete 10 Units of Competency, consisting of: 8 Core and 5 Electives  
(NB: Elective units will be selected for delivery by MITT and are subject to change to meet client and industry requirements)

| CORE      |   |
|-----------|---|
| BSBFIA401 | Prepare financial reports                                     |
| BSBSMB412 | Introduce cloud computing into business operations            |
| FNSACC311 | Process financial transactions and extract interim reports    |
| FNSACC312 | Administer subsidiary accounts and ledgers                    |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry   |
| FNSACC416 | Set up and operate a computerised accounting system           |
| FNSTPB401 | Complete business activity and instalment activity statements |
| FNSTPB402 | Establish and maintain payroll system                         |
| ELECTIVES |   |
| BSBSMB402 | Plan small business finances                                  |
| FNSACC405 | Maintain inventory records                                    |
| FNSACC412 | Prepare operational budgets                                   |
| FNSACC414 | Prepare financial statements for non reporting entities       |
| FNSPAY502 | Process superannuation payment in payroll                     |

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.  
Detailed information is available on the MITT website [www.mitt.vic.edu.au](http://www.mitt.vic.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.mitt.vic.edu.au](http://www.mitt.vic.edu.au)



**FURTHER INFORMATION**  
Visit our website or contact your  
closest office for further information  
[www.mitt.vic.edu.au](http://www.mitt.vic.edu.au)



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