Certificate IV in Accounting and Bookkeeping

FNS40222

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalizing financial records after year-end

Common positions that may be suited with this qualification are:

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

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

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ABN: 47 612 630 010 | RTO No:41577 | CRICOS Provider Code:03529J

Units of Study

Units of study

Students will need to complete 13 Units of Competency, consisting of: 10 Core and 3 Electives
(NB: Elective units will be selected for delivery by MITT and are subject to change to meet client and industry requirements)

CORE	
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC426	Set up and operate computerised accounting systems
ELECTIVES	
FNSACC405	Maintain inventory records
FNSORG506	Prepare financial forecasts and projections
FNSPAY512	Process superannuation payments 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.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.edu.au

NATIONALLY RECOGNISED TRAINING

FURTHER INFORMATION
Visit our website or contact your closest office for further information
www.mitt.edu.au

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