



FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

Course Brochure for International Students

ABOUT THE COURSE

Australasian International Academy (AIA) is a Registered Training Organisation (RTO Code 41144) registered with the Australian Skills Quality Authority. Australasian International Academy (AIA) is also a CRICOS (the Commonwealth Register of Institutions and Courses for Overseas Students) registered education provider (CRICOS Code 03480K) for the international students in Australia. AIA is proud to offer the FNS40217 Certificate IV in Accounting and Bookkeeping as a 26-week course for international students. This program is delivered in the classroom through face-to-face supervised training and assessment activities, supported by non-supervised study hours / homework. Whether you're looking to start your own business, take the next step in your accounting or bookkeeping career, or register as a Business Activity Statement (BAS) Agent, this qualification will give you the knowledge and skills you need to get where you want to go.

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. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

WHO IS RESPONSIBLE FOR YOUR TRAINING?

Australasian International Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF (Australian Qualifications Framework) certificates.

WHY STUDY WITH AUSTRALASIAN INTERNATIONAL ACADEMY (AIA)?

At AIA, you receive an education that offers 'real world' experience backed by strong links with industry so you graduate with the practical skills employers seek and the skills and confidence you need to reach your career goals. You will receive high quality education and support from our highly qualified and experienced trainers; they are industry professionals with many years of experience in their respective fields. AIA has developed the most relevant, innovative and effective ways for students to maximise their success for learning.



COURSE DETAILS

Qualification code	FNS40217
Qualification title	Certificate IV in Accounting and Bookkeeping
Qualification completion requirements	<p>Eight (8) core units and five (5) elective units are required for the award of the FNS40217 Certificate IV in Accounting and Bookkeeping. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.</p> <p>The latest release of the qualification and packaging rules can be found at the following link: https://training.gov.au/Training/Details/FNS40217</p>
CRICOS Course Code	098043A
Course duration	This qualification will be delivered over 26 weeks, including 20 weeks of training and assessment spread over 2 terms of 10 weeks each and 6 weeks of holidays spread over 2 terms by 3 weeks of holidays followed by the training and assessment weeks.
Target cohort	<p>Target groups for the FNS40217 Certificate IV in Accounting and Bookkeeping are students who are:</p> <ul style="list-style-type: none">▪ Seeking to pursue or further a career in Accounting and Bookkeeping industry.▪ Seeking a pathway to higher education qualification in finance and accounting.▪ Seeking to enter a new industry sector.
Reason for learning	Learners are typically undertaking this course in order to develop their skills and knowledge in Accounting and Bookkeeping and to improve their employment opportunities.
Pre-existing knowledge and skills	There is no pre-existing knowledge or skills required to enrol in this qualification. However, due to the minimum educational background of the learners, they are expected to have communicative language skills and basic computer usage knowledge.
Pathways	<p>Potential employment options are in a range of entry-level accounting, bookkeeping and finance roles such as Payroll Officer, Bookkeeper, Accounts Officer, Accounts Clerk, Debtors Clerk and so on.</p> <p>Students who complete this course may wish to continue their education into the Diploma of Accounting or a range of other diploma level or higher education qualifications in universities or other tertiary institutions.</p> <p>Completion of this course does not automatically register you as a BAS agent. Student seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/apply-register-bas-agent, as registration requirements are reviewed regularly.</p>
CT (Course Credit) and RPL (Recognition of Prior Learning)	<p>Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program.</p> <p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (Credit Transfer or Recognition of Prior Learning) as part of the enrolment</p>



	<p>process. The granting of course credit and/or RPL may affect course fees, as well as the duration of the course.</p> <p>This process is outlined in AIA's <i>Student Administration Policy and Procedure</i> and <i>Course Progress and Attendance Monitoring Policy & Procedure</i> available on its website: www.aiacademy.edu.au.</p>
<p>Training package entry requirements</p>	<p>Nil</p>
<p>RTO entry requirements</p>	<p>AIA has the following entry requirements for international students:</p> <p>A learner must:</p> <ul style="list-style-type: none"> ▪ Be at least 18 years of age. ▪ Have completed at least the equivalent of year 12 education. ▪ Participate in a course entry interview to determine suitability for the course and student needs. ▪ Participate in an LLN (Language, Literacy and Numeracy) assessment*, if applicable, to determine and demonstrate their readiness and learning capacity to undertake their desired course. ▪ Have an overall IELTS** score of 5.5 with no individual band score of less than 5.0 (test results must be not more than two (2) years old). English language competence can also be demonstrated through documented evidence of any of the following: <ul style="list-style-type: none"> – the student was educated in an English-speaking country for at least five (5) years; or – the student has completed at least six (6) months of a minimum of AQF level 4 course or higher in an Australian RTO within the last two (2) years; or – the student has successfully completed an English Placement Test at AIA. <p><i>* For detail about LLN requirements and assessment process, please refer to the 'LLN (Language, Literacy and Numeracy) Requirements' section in International Student Handbook.</i></p> <p><i>** Note that other English language tests such as PTE and TOEFL can be accepted. In that case, students are required to provide their results so that it can be confirmed they are equivalent to minimum IELTS score of 5.5 or higher.</i></p>
<p>Delivery mode</p>	<p>This program is delivered in the classroom through face-to-face supervised training and assessment activities, supported by non-supervised study hours / homework.</p>
<p>Delivery sites</p>	<ol style="list-style-type: none"> 1. City campus: Level 5, 545 Kent Street, Sydney, NSW 2000 2. Parramatta campus: Level 6, 460 Church Street, Parramatta, NSW 2150
<p>Delivery structure</p>	<p>A learner needs to attend weekly 20-hour classes during the training and assessment weeks. These 20 hours are divided into 5 sessions of 4 hours each. On-campus daily session times are as follows:</p> <ul style="list-style-type: none"> ▪ Session 1: 8 am to 12:15 pm including a short break between 10 am to 10:15 am ▪ Session 2: 12:45 pm to 5 pm including a short break between 3 pm to 3:15 pm ▪ Session 3: 5 pm to 9:15 pm including a short break between 7 pm to 7:15 pm <p>A learner will attend 5 scheduled sessions every week. These sessions are divided into training and assessment activities. A timetable outlining the attendance requirements separately will be provided to the learner at the beginning of term.</p> <p>Additionally, a learner will complete 5 hours of non-supervised self-paced study work each</p>



	week.
Unit sequence	<p>Units are distributed among the terms as follows:</p> <p>Term 1:</p> <ul style="list-style-type: none"> ▪ FNSACC312 Administer subsidiary accounts and ledgers ▪ BSBSMB412 Introduce cloud computing into business operations ▪ FNSACC416 Set up and operate a computerised accounting system ▪ FNSTPB402 Establish and maintain payroll systems ▪ BSBCUS301 Deliver and monitor a service to customers ▪ BSBFIA401 Prepare financial reports ▪ FNSTPB401 Complete business activity and instalment activity statements <p>Term 2:</p> <ul style="list-style-type: none"> ▪ BSBWRT301 Write simple documents ▪ FNSACC313 Perform financial calculations ▪ BSBITU306 Design and produce business documents ▪ BSBITU402 Develop and use complex spreadsheets ▪ FNSACC408 Work effectively in the accounting and bookkeeping industry ▪ FNSACC311 Process financial transactions and extract interim reports
Prerequisite or corequisites	<p>There are no prerequisites or corequisites that are applicable to the units of competency selected within this course. Learner may enter any term and commence the course as units will be rotated term-wise over the duration of the course.</p>
Delivery schedule	<p>AIA operates through a system of rolling enrolments meaning that students may commence at the beginning of any term. Students may enter the qualification after any unit, as there are no pre-requisites for any units. The Training and Assessment Schedule is shown in terms and this represents the scheduling of units on commencement. In other words, the course will be delivered in the sequence shown in the Training and Assessment Schedule. A separate and comprehensive session plan has been developed that shows scheduling relevant sessions of training and assessments to the cohort i.e. dates and times. Trainers and assessor will be provided with this session plan. However, depending on when a student joins the course, the term number may vary.</p>
Training requirements	<p>The qualification is delivered over 26 weeks comprising of:</p> <ul style="list-style-type: none"> ▪ 2 terms of 10 weeks each (20 weeks total). ▪ Holiday breaks amounting to 6 weeks (as specified in the training and assessment schedule) <p>Students are required to attend 20 hours of classroom training and assessment activities per week. Additionally, non-supervised study hours/ homework is expected to be approximately 5 hours a week.</p> <p>A timetable will be supplied to each student prior to course commencement. Students are also provided with an orientation to the course to outline the learning and assessment processes, support services and other relevant information. This forms part of the general orientation that AIA provides to students.</p> <p>Five required weekly sessions for a learner are typically scheduled for two and a half days which comprise of four sessions on two days and a fifth session on another day. However, they can also be divided into different days of a week with a session on each day or different days. The specific days of the week on which class activities are scheduled will</p>



	<p>be advised at the beginning of term and can vary with each term/ intake. AIA will aim to keep standard allocated days for each cohort for the duration of the course to enable learners to plan their work and other commitments around the course obligation.</p> <p>Approximately 60% to 70% of these weekly hours is allocated to the conduct of training activities in the classroom.</p> <p>Students are provided with Student Guides that they will use in the classroom to develop their knowledge and understanding.</p> <p>All students will be provided with a range of learning support options and resources to help them achieve competency.</p>
Assessment requirements	<p>AIA employs various assessment methods to determine the competency of a learner. These methods may vary among the units of competency. Approximately 30% to 40% of the weekly hours is allocated to the conduct of assessment during classroom activities. These include activities such as group activities, practical demonstration, role play and so on.</p> <p>Assessment will occur through a variety of methods, including projects incorporating role-plays, case studies and short answer questions. Assessment conditions will ensure a simulated workplace environment.</p> <p>Assessment tasks are in general as in the followings:</p> <ul style="list-style-type: none">▪ Reflect real life work tasks.▪ Required to be performed within industry standard timeframes as specified by assessors in relation to each task.▪ Assessed using assessment criteria that relate to the quality of work expected by the industry.▪ Performed to industry safety requirements as relevant.▪ Utilise authentic workplace documentation.▪ Require students to work with others as part of a team.▪ Require students to plan and prioritise competing work tasks.▪ Involve the use of standard, workplace equipment such as computers and software.▪ Ensure that students are required to consider workplace constraints such as time and budgets.
Facilities and Equipment	<p>Australasian International Academy provides following resources for the students of FNS40217 Certificate IV in Accounting and Bookkeeping:</p> <ul style="list-style-type: none">▪ Training rooms equipped with general workplace materials and facilities including desks, chairs, whiteboard and projector.▪ Computers with high-speed Internet connection.▪ Learning and assessment materials as outlined in the Training and Assessment Strategy document that include industry standard documents.▪ All required industry standard licenced software facilities including MYOB, Microsoft Office or similar office suite, web browsers and so on.▪ Library to borrow the textbooks required. <p>In addition, all students who are undertaking the FNS40217 Certificate IV in Accounting and Bookkeeping must have access to the following resources for unsupervised study hours/ homework:</p> <ul style="list-style-type: none">▪ A laptop that is installed with Microsoft Office or similar with internet connection.



	<ul style="list-style-type: none">▪ USB flash drive.
National recognition	<p>These competencies have been drawn from the nationally endorsed industry training package the Financial Services Training Package (FNS). On successfully completing the training and assessment, the FNS40217 Certificate IV in Accounting and Bookkeeping qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider business sector. AIA will issue a qualification within 30 days of the final assessment being completed.</p>
Student Information	<p>Detailed student information is available within our <i>International Student Handbook</i> which is available on AIA's website at: www.aiacademy.edu.au. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that an international student applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away if necessary.</p>
Cost	<p>International students need to pay course fees (tuition and non-tuition) to study this course. A prospective student needs to pay AU\$250 non-refundable enrolment fee as well during the time of enrolment application.</p> <p>The current cost of a course (course-specific tuition fee and material fee) can be found in AIA's <i>Prospectus for International Students</i> along with details of refund rights and obligations. A Schedule of Additional Charges (including non-tuition fees) is outlined in AIA's <i>International Student Handbook</i> and respective student's <i>International Student Letter of Offer and Agreement</i>. AIA's prospectus and student handbook are available on its website: www.aiacademy.edu.au.</p> <p>Payment terms and conditions are included in the <i>International Student Handbook</i> and AIA's <i>Fees and Refunds Policy and Procedure</i> available on its website as well. Additionally, a detailed payment plan and payment arrangements are provided in the <i>International Student Letter of Offer and Agreement</i> which is provided to the student for their review and agreement prior to acceptance into the course.</p> <p>International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Australasian International Academy provides details of OSHC providers in the <i>International Student Handbook</i>.</p> <p>Non-payment of course fees may result in cancellation of enrolment.</p> <p>Additional costs associated with living in Australia are outlined in the <i>International Student Handbook</i>. Students should carefully review these costs in relation to budgeting.</p>



Set yourself in motion now! Enrol today!!

Accelerate your career when you enrol with Australasian International Academy.

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