

RTO Code: 45105
ABN – 68 612 923 458

CERTIFICATE IV

ACCOUNTING AND BOOKKEEPING

TOTAL
DURATION **104**
WEEKS

0481 909 446



 1/3350 Pacific Hwy,
Springwood, QLD 4127

 stellarinstitute.edu.au
 info@stellarinstitute.edu.au



STELLAR INSTITUTE

106 Derby St, PENRITH, NSW, 2750
info@stellarinstitute.edu.au
Phone: 0481 909 446
stellarinstitute.edu.au



Qualification details

Modification history

RELEASE	COMMENTS
Release 2	<p>This version first released with the FNS Financial Services Training Package Version 8.1.</p> <p>Unit FNSACC426 Set up and operate computerised accounting systems removed from the elective bank of units.</p>
Release 1	<p>This version first released with the FNS Financial Services Training Package Version 8.0.</p> <p>Supersedes and is equivalent to FNS40217 Certificate IV in Accounting and Bookkeeping.</p>

Qualification description

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 organisations 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 finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Entry requirements

Nil

Packaging rules

Total number of units = 13

- 10 core units plus
- 3 elective units, of which:

at least 2 must be from the elective units listed below

up to 1 may be from this qualification or any currently endorsed Certificate III or above training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

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Units of Competency

CORE UNITS

UNIT CODE	UNIT TITLE
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
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems

Units of Competency

ELECTIVE UNITS

UNIT CODE	UNIT TITLE
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBOPS304	Deliver and monitor a service to customers
BSBOPS404	Implement customer service strategies
BSBPEF501	Manage personal and professional development
BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBWRT311	Write simple documents
FNSACC323	Perform financial calculations
FNSACC405	Maintain inventory records
FNSACC407	Produce job costing information
FNSACC411	Process business tax requirements
FNSACC413	Make decisions in a legal context
FNSACM411	Authorise valid expense payments
FNSORG506	Prepare financial forecasts and projections
FNSORG515	Prepare financial reports to meet statutory requirements
FNSPAY511	Process salary packaging arrangements and additional allowances in payroll
FNSPAY512	Process superannuation payments in payroll
FNSPAY513	Process complex employee terminations in payroll
FNSPAY514	Interpret and apply knowledge of industrial regulations relevant to payroll
FNSPAY515	Interpret and apply knowledge of taxation systems relevant to payroll

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