

Westminster College



RTO # 91244 CRICOS # 02766D

Level 5, 541 Kent Street,
SYDNEY NSW 2000

Phone No: +61 2 92646144

Email: [enquiries@westminster.nsw.edu.au/](mailto:enquiries@westminster.nsw.edu.au)

Website <http://www.westminster.nsw.edu.au/>

Course Code 097302F



NATIONALLY RECOGNISED
TRAINING

The above logo symbolises a Registered Training Organisation (RTO) that is any organisation that is registered to deliver Australian Nationally Recognised Training and qualifications

FNS40217 Certificate IV in Accounting & Bookkeeping

BSBFIA401	Prepare financial reports	Core
BSBITU422	Use digital technologies to collaborate in the workplace	Core
FNSACC311	Process financial transactions and extract interim reports	Core
FNSACC312	Administer subsidiary accounts and ledgers	Core
FNSACC408	Work effectively in the accounting and bookkeeping industry	Core
FNSACC416	Set up and operate a computerised accounting system	Core
FNSTPB401	Complete business activity and instalment activity statements	Core
FNSTPB402	Establish and maintain payroll systems	Core
FNSACC403	Make decisions in a legal context	Elective
FNSACC407	Produce job costing information	Elective
FNSACC411	Process business tax requirements	Elective
FNSACC412	Prepare operational Budgets	Elective
FNSACC414	Prepare financial statements for non-reporting entities	Elective

Entry Requirements

Enrolment of participants will be subject to meeting the following requirements:

- Must be 18 years of age or over; and
- Successful completion of Year 10 or its equivalent
- Successful completion of an AQF Level 3 qualification or above in the past three (3) years.

There are a range of Core (C) Units of Competency (UOC) that cannot be changed but alternate elective (E) UOC may be available and may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Westminster College. To review the electives as listed in the National Training Package, they are available at <https://training.gov.au/Training/Details/FNS40217>.

English Proficiency is required for International applicants: IELTS 5.5 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 5.5) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English.

Outcome

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.

Persons providing a business activity statement (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. Other conditions 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.

Education & Migration Agents

Westminster College uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website <http://www.westminster.nsw.edu.au/>. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or enquiries@westminster.nsw.edu.au/.

For latest and updated information **PLEASE** refer to college website <http://www.westminster.nsw.edu.au/>

Course Information

Introduction

There are no specific entry requirements for this program, and it is targeted for international students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are requested to supply your own computer device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.** If this is not possible, a student will be supplied, by the College, a laptop computer, purchased for them but the material fee will increase by \$500.00. The new, supplied computer will become the property and responsibility of the student. No maintenance responsibility will be accepted by the College.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.

Duration and Conduct	The training program will be a maximum of 36 weeks plus 16 weeks of breaks as programmed recreation and provision for intervention strategies including two (2) weeks after the completion of the proposed academic program for approved late submissions and completion of intervention strategies. There are limits to how many students can access a program at any one time; institution based will be limited to 25 students. A student will be offered the entire 13 UOC prior to exit or a component of a qualification dependent on their enrolment requests			
Tuition Fee	\$6,000.00	Total Course Fee	Own Computer	\$6,300.00
Material Fee	\$200.00 – for computer usage and utility fees.		College Supplied Computer	\$6,800.00
Payment schedule (Due at the commencement of each semester)	1st	2nd	3rd	4th
	\$1,800.00	\$1500.00	\$1500.00	\$1500.00
Tuition Fee Payment	Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course; Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course; A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.			
Enrolment Fee	\$100.00 – Non-refundable. Not included in tuition fee.			
Certification	All assessments must be completed successfully for the issue of a certificate for FNS40217 Certificate IV in Accounting & Bookkeeping. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

Assessment

Westminster College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.

Course Conduct

A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 13 UOC over an academic instruction period of 36 study weeks with a four (4) recreational breaks to total 52 weeks. The delivery method that will be available is face to face institution based with an online component. A two (2) week additional period is made available, at the end of the scheduled academic program, for the submission of any approved outstanding assessments and any re assessment. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. The scheduled breaks during the year will also be used for the application of intervention methods for affected student's and a term break for others; there is a programmed extended break during December/January.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Westminster College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Westminster College promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Westminster College.

Attendance Requirement

To maintain satisfactory course progress for 36 weeks of the course duration, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.

Assessment

Where a student fails one (1) or more assessment methods within a single UOC, they are to be re-assessed once, free of charge, and this must be completed within the immediate operational term or as soon as possible following that term, as per Westminster College's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for re assessment, with the provision, that they must be charged a fee for each opportunity within the immediate following term or as soon as possible following that term.

Campus Location

Level 5, 541 Kent Street, Sydney, NSW, AUSTRALIA 2000

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