



## Westminster College

Suite 501, Level 5, 541 Kent Street,  
SYDNEY NSW 2000

RTO # 91244 CRICOS # 02766D  
Phone No: +61 2 9264 6144



NATIONALLY RECOGNISED  
TRAINING

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

# FNS40217 Certificate IV in Accounting & Bookkeeping

Course Code:097302F

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
FNSACC413	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

<b>Entry Requirements</b>	<p>Enrolment of participants will be subject to meeting the following requirements:</p> <ul style="list-style-type: none"> <li>• Must be 18 years of age or over; and</li> <li>• Successful completion of Year 10 or its equivalent; or</li> <li>• Successful completion of Certificate III above in Australia</li> </ul> <p>There are a range of alternate Elective Units of Competency (UOC) available that 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 <a href="https://training.gov.au/Training/Details/FNS40217">https://training.gov.au/Training/Details/FNS40217</a>. Core UOC cannot be changed.</p>
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<b>Outcome</b>	<p>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.</p> <p>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.</p>
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<b>Education &amp; Migration Agents</b>	<p>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 <a href="http://www.westminster.nsw.edu.au/">http://www.westminster.nsw.edu.au/</a>. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or <a href="mailto:enquiries@westminster.nsw.edu.au">enquiries@westminster.nsw.edu.au/</a>.</p>
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For latest and updated information **PLEASE** refer to the College website [www.westminster.nsw.edu.au](http://www.westminster.nsw.edu.au)

## Course Information

### Introduction

There are no specific entry requirements for this program, and it is targeted for domestic 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 expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

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**

<b>Duration and Conduct</b>	To maintain satisfactory course progress, 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.			
<b>Tuition Fee</b>	\$6,000.00 not including the required textbooks.		<b>Total Fee Due</b>	<b>\$6,200.00</b>
<b>Material fee</b>	\$100.00 Covering the purchase of all required text and reference material and a fixed printing charge			
<b>Payment Schedule</b> (Prior to the commencement of the next Unit of Competency)	1st	2nd	3rd	4th
	\$1,800.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>Tuition Fee Payment</b>	Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> <li>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;</li> <li>Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course;</li> </ul> A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.			
<b>Enrolment fee</b>	\$200.00 – Non-refundable. Included in tuition fee.			
<b>Certification</b>	All assessments must be completed successfully for the issue of a Certificate. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

### Course Conduct

The program will be delivered by Westminster College at a location that meets the College environmental requirements as an institution based Training and Assessment program. A student's program is considered to have completed a successful academic program with a determination of **COMPETENT** in 13 Units of Competency over a maximum period of 36 study weeks. The delivery method that will be available is face to face institution based. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a recreation 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 the program duration, a student is expected to maintain satisfactory attendance (80%), as well as participate in classroom learning activities. Attendance is determined as 2.5 days per academic week. Students are also required to successfully complete all their assessment tasks and achieve a pass of not less than 50% throughout the program. This represents satisfactory course progress. Students who do not maintain an attendance rate of 70% or higher will not be permitted re-assessment of any kind unless compassionate reasons apply.

### 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. 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 the College's re-assessment policy. If the student does not pass the free additional assessment method, they are to be offered one (1) more opportunity 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

Suite 501, Level 5, 541 Kent Street, SYDNEY NSW 2000 AUSTRALIA

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

Website [www.westminster.nsw.edu.au](http://www.westminster.nsw.edu.au)