



## Westminster College

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



# FNS40222 Certificate IV in Accounting & Bookkeeping

Course Code: 109974G

BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC412	Prepare operational Budgets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC421	Prepare financial reports	Core
FNSACC426	Set up and operate a computerised accounting system	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSTPB412	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

### Entry Requirements

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

- Must be 18 years of age or over;
- Successful completion of Year 12 or its equivalent;
- Pre-Enrolment Questionnaire (Onshore Students only);
- Statement of Purpose (SOP) (Offshore students only);
- Student Visa Supporting Evidence Checklist (GTE) (Offshore students only);
- IELTS Level 5.5 or an equivalent.

To review the electives as listed in the FNS National Training Package, they are available at <https://training.gov.au/Training/Details/FNS40222>.

### Outcome

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.

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

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 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 Finance 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>	\$8,000.00 not including the required textbooks.	<b>Total Fee Due</b>	<b>\$8,400.00</b>	
<b>Enrolment fee</b>	\$200.00 – Non-refundable. Included in tuition fee.			
<b>Material fee</b>	\$200.00 Covering the purchase of all required text and reference material and a fixed printing charge			
<b>Payment Schedule</b> <small>(Prior to the commencement of each Term)</small>	1st	2nd	3rd	4th
	\$2,400.00	\$2,000.00	\$2,000.00	\$2,000.00
<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> <li>A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.</li> </ul>			
<b>Certification</b>	All assessments must be completed successfully for the issue of a Certificate - FNS40222 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.			

### 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 students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 13 Units of Competency over a maximum period of 60 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 recreation. (18 weeks)

**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 seven (7) days, 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, and that they must be charged a fee for the opportunity and submitted within seven (7) days. If the submission is still Unsatisfactory the recorded outcome will be NYC.

### 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)