



**AUSTRALIAN  
COLLEGE**

EXPANDING YOUR HORIZONS

**Course Brochure**

**FNS40222**

**Certificate IV in Accounting  
and Bookkeeping**

[www.australiancollege.edu.au](http://www.australiancollege.edu.au)

# Why should you choose to study with Australian College?



## ✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

## ✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

## ✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

## ✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful,  
exciting careers across many industries.**

# Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	First job or entry into the workforce.
Certificate III	VET education for high school students.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

## Accredited Courses

### FNS40222 Certificate IV in Accounting and Bookkeeping

#### COURSE SUMMARY

Course Code:	FNS40222	Flexible duration:	Up to 15 months																										
Qualification gained:	Certificate IV in Accounting and Bookkeeping	Study load:	Self-paced																										
Training Package:	FNS Financial Services Training Package	Start date:	Start anytime																										
Nationally recognised:																													
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency.																												
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.  We provide our students ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.																												
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports.  Important: This qualification includes the units FNSTPB411 complete business activity and installment activity statements and FNSTPB412 establish and maintain payroll systems which is approved by the tax practitioners board (TPB). This means that assessment completion for this unit must meet the TPB requirements, where at least 40% of the assessment tasks will be supervised by an independent supervisor as outlined in the 'independent supervisor checklist and declaration form' provided by Australian college to the students in the assessment information. For more information on TPB requirements and registration you can visit the website here: <a href="https://www.tpb.gov.au/home">https://www.tpb.gov.au/home</a>  Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS, aXcelerate.																												
Course units:	<table> <tbody> <tr> <td>BSBTEC302 Design and produce spreadsheets</td> <td>Core</td> </tr> <tr> <td>FNSACC321* Process financial transactions and extract interim reports</td> <td>Core</td> </tr> <tr> <td>FNSACC322* Administer subsidiary accounts and ledgers</td> <td>Core</td> </tr> <tr> <td>FNSACC412 Prepare operational budgets</td> <td>Core</td> </tr> <tr> <td>FNSACC414 Prepare financial statements for non-reporting entities</td> <td>Core</td> </tr> <tr> <td>FNSACC418* Work effectively in the accounting and bookkeeping industry</td> <td>Core</td> </tr> <tr> <td>FNSACC421* Prepare financial reports</td> <td>Core</td> </tr> <tr> <td>FNSACC426 Set up and operate computerised accounting systems</td> <td>Core</td> </tr> <tr> <td>FNSTPB411 Complete business activity and instalment activity statements</td> <td>Core</td> </tr> <tr> <td>FNSTPB412 Establish and maintain payroll systems</td> <td>Core</td> </tr> <tr> <td>FNSACC411 Process business tax requirements</td> <td>Elective</td> </tr> <tr> <td>FNSPAY513 Process complex employee terminations in payroll</td> <td>Elective</td> </tr> <tr> <td>BSBESB403 Plan finances for new business ventures</td> <td>Elective</td> </tr> </tbody> </table>			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 computerised accounting systems	Core	FNSTPB411 Complete business activity and instalment activity statements	Core	FNSTPB412 Establish and maintain payroll systems	Core	FNSACC411 Process business tax requirements	Elective	FNSPAY513 Process complex employee terminations in payroll	Elective	BSBESB403 Plan finances for new business ventures	Elective
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Course Completion:	<p>This qualification consists of 13 units (10 core units and 3 elective units).</p> <p>Students obtaining a 'competent' result for all units of competency will achieve the <b>FNS40222 Certificate IV in Accounting and Bookkeeping</b> certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification..</p> <p><small>*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.</small></p>																												
Career opportunities:	Accounts supervisor, accounts officer, bookkeeper, payroll clerk																												

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## COURSE DESCRIPTION/SUMMARY

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.

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.

More information on the Tax Practitioners Board registration requirements can be found here: <https://www.tpb.gov.au>

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## WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement.

However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

While Australian College will support this by providing the student with a 'Work Experience Agreement' including a logbook of all hours performed in the workplace as well as the tasks completed, it is the student's responsibility to find a workplace to experience practical applications of accounting and complete assessment tasks.

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## ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course.

However, Australian College has certain admission criteria for this course. Prospective students must:

- Students should be a minimum of 18 years of age at the time of enrollment. Applications from students under 18 may be considered on an individual basis, with parental consent required for all students under 18.
- obtain their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Have the ability to access/install trial versions of accounting software
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address
- Access to a workplace supervisor and team members to complete practical activities

It is highly recommended that students enrolling in this qualification have a current or recent role in accounts payable/accounts receivable or payroll or similar, or have completed a Certificate III in Accounts Administration

As part of this course, students will need to access the MYOB Student Edition software. Students can sign up for 6 months free access on their website here: <https://www.myob.com/au/students/education-trial>

If students are using the MYOB software we recommend to purchase a MYOB text book such as: MYOB v19.12 AccountRight PI by Greg Pazmandy 1st Edition (January, 2018) ISBN 978-1-76073-026-0 available to be purchased here:

<https://lnonline.com.au/products/2018-myob-v19-12-accountright-plus-1>

*Note; These resources will have to be organized/purchased by the student*

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## QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualification of their choice building further on a potential career for the future. Below are listed some qualifications that students may choose to continue their studies and Australian College has on offer:

- FNS50222 Diploma of Accounting
- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB50120 Diploma of Business

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## TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal objectives.

Prospective students may be:

- Individuals who want to develop skills and knowledge to gain employment in accounting or bookkeeping role within a business
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities
- Students of Australian College who have previously completed other courses/qualifications with the College

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## RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer please refer to the student handbook.

Email us for inquiries at [admin@australiancollege.edu.au](mailto:admin@australiancollege.edu.au).

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## NSW GOVERNMENT FUNDING

This course is subsidised by the NSW government under the Smart and Skilled program. For more information and if you qualify for funding, please visit our website at: <https://www.australiancollege.edu.au/smart-and-skilled-funding/>

## WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at [www.australiancollege.edu.au/](http://www.australiancollege.edu.au/) and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

## Overseas Students Policy

This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the student handbook.

Document Review:                      October 2025



## AUSTRALIAN COLLEGE

EXPANDING YOUR HORIZONS

**If you have any questions about the  
College, our courses, or need help with  
enrolment, please contact us.**



**Unit 10/17 Gerrale Street  
Cronulla NSW 2230 Australia**



**General enquiries:  
[enquiry@australiancollege.edu.au](mailto:enquiry@australiancollege.edu.au)**



**Office hours:  
Mon-Fri 9am-5pm**



**Payment enquiries:  
[payments@australiancollege.edu.au](mailto:payments@australiancollege.edu.au)**



**Local call 1300 783 283  
International +61 02 9386 2500**



**ABN: 79 111 194 015  
RTO: 91110  
Centrelink: 2P721**



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