



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional  
Development

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## Information Booklet

FNS40217

Certificate IV in Accounting  
and Bookkeeping

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

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## MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

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

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



Monash Student Association (Clayton) Inc.  
RTO No. 21526

## Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

### Contacts

Course enquiries:

**Enrolment Officer**

[msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)

03 990 53180



Group bookings:

**Professional Development Officer**

[msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)

03 9905 1074





## FNS40217 Certificate IV in Accounting and Bookkeeping

### Course description

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.

### Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

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.

### Gain skills and knowledge in the accounting industry to;

- become contract bookkeepers and/or BAS agents
- gain employment, performing bookkeeping tasks in small/medium businesses
- start and/or manage their own small business

### Possible job roles relevant to this qualification include:

- Accounts Administration
- Accounts Clerks
- Accounts Payable Officers
- Accounts Receivable Officers
- Bookkeepers – contract or employee
- Payroll Officers
- Debtors Clerks



## Where can I study this course?

This course is available at:

- On campus at Monash University in Clayton
- At your workplace – for private groups of 8 or more
- At your workplace as a Workplace-based Diploma

## Entry requirements

A suitable computer/laptop (a tablet/iPad will not be suitable) & stable internet.

You need to have average English reading and writing skills, or higher. You will need access to a computer and the internet

Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginner's ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

## Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

## Pathways

Successful completion could also lead students pursuing further study in higher level qualifications from the FNS Training package, such as

- ✓ FNS50217 Diploma of Accounting
- ✓ FNS60217 Advanced Diploma of Accounting

Students wishing to pursue tertiary study at Monash University may be able to access the Diploma of Tertiary Studies which then feeds into a variety of bachelor's degrees. Completion of FNS40217 will also be considered by the Faculty of Business for entry into a variety of bachelor qualifications.



## Timetable

The FNS40217 Certificate IV in Accounting and Bookkeeping will run for 28 sessions. Timetables will be listed on the website when available.

## Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

| Total nominal hours: 635 hrs (as prescribed in the FNS Victorian Purchasing Guide) |                 |
|--|-----------------|
| Pre-course reading and research:   | 10 hours        |
| Total classroom (face-to-face) hours:  | 196 hours       |
| Independent study/reading/research:  | 150 - 170 hours |
| Practical work placement:  | Nil             |
| Additional Support Days (face-to-face):  | 14 hours        |
| Preparation for role plays   | 40-50 hours     |



|                            |                 |
|----------------------------|-----------------|
| Completion of assessments: | 200 - 210 hours |
|----------------------------|-----------------|

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only.

## Course syllabus

| Unit of competency   | What you will learn   |
|--|---|
| <b>Work effectively in the accounting and bookkeeping industry</b>             | <ul style="list-style-type: none"> <li>Adapt to changes in technology and work organisation in a timely manner</li> <li>Identify and review own professional development needs and goals on regular basis</li> <li>Develop systems to support user needs</li> </ul>   |
| <b>FNSACC311 Process financial transactions and extract interim reports</b>    | <ul style="list-style-type: none"> <li>Identify, check and record information from financial documents</li> <li>Reconcile banking documentation against organisation's financial records</li> <li>Prepare required journal entries within organisational timeframes</li> </ul>  |
| <b>FNSACC312 Administer subsidiary accounts and ledgers</b>                    | <ul style="list-style-type: none"> <li>Amend receipts entered into manual accounts receivable system according to established procedures</li> <li>File documentation according to organisational policy and procedures</li> </ul>   |
| <b>BSBFIA401 Prepare financial reports</b>                                     | <ul style="list-style-type: none"> <li>Determine method of calculating depreciation in accordance with organisational requirements</li> <li>Adjust expense accounts and revenue accounts for prepayments and accruals</li> <li>Prepare balance sheet to reflect financial position of business at end of reporting period</li> </ul>                  |
| <b>FNSTPB402 Establish and maintain payroll systems</b>                        | <ul style="list-style-type: none"> <li>Conduct payroll preparation within designated timeframes and according to organisational policy and procedures</li> <li>Enter employee pay period details in payroll system in line with source data</li> <li>Respond to payroll enquiries according to organisational and legislative requirements</li> </ul> |
| <b>FNSTBP401 Complete business activity and instalment activity statements</b> | <ul style="list-style-type: none"> <li>Identify and document lodgement schedule requirements</li> <li>Identify and document own competency development requirements relating to changes in legislation</li> <li>Calculate and reconcile total salaries, wages and other payments for a reporting period to enter onto a BAS</li> </ul>                |
| <b>FNSACC416 Set up and operate a computerised accounting system *</b>         | <ul style="list-style-type: none"> <li>Identify sources of technical help and use them to solve operational problems</li> <li>Use general journal to make balance day adjustments for prepayments and accruals</li> <li>Customise chart of accounts to meet reporting requirements of organisation</li> </ul>   |



|   |  |
|---|--|
| <b>BSBSMB412</b><br><b>Introduce cloud computing into business operations</b> | <ul style="list-style-type: none"><li>• Collate information collected in review, and summarise business computing needs</li><li>• Research fundamentals of cloud computing, types of services offered, and their costs</li><li>• Prioritise introduction of cloud computing, including short-term and longer-term goals</li></ul>  |
| <b>BSBTEC402</b> Design and produce complex spreadsheets                      | <ul style="list-style-type: none"><li>• Identify requirements of data entry, storage, output, reporting and presentation requirements</li><li>• Create, use and edit macros to fulfil requirements of task and automate spreadsheet operation</li><li>• Determine style of graph to meet specified requirements and manipulate spreadsheet data, where required</li></ul>  |
| <b>FNSACC412</b> Prepare operational budgets                                  | <ul style="list-style-type: none"><li>• Break down annual budgets into seasonal periods according to organisational operating procedures</li><li>• Monitor budget variance and seek direction from client or designated person to address variance as required</li><li>• Define cash, expenditure and revenue items and ensure they are relevant to budget</li></ul>   |
| <b>FNSACC405</b> Maintain inventory records                                   | <ul style="list-style-type: none"><li>• Record purchase of inventory from appropriate documentation in subsidiary ledger</li><li>• Reconcile all inventory records to accounts in accordance with organisational policy, procedures and practices</li><li>• Prepare spreadsheets and ad hoc reports on inventory status as required or requested</li></ul>   |
| <b>FNSACC414</b> Prepare financial statements for non-reporting entities      | <ul style="list-style-type: none"><li>• Systematically code, classify, and check data for accuracy and reliability according to organisational policy and procedures</li><li>• Prepare financial statements using structure and format that comply with accounting standards and organisational requirements</li></ul>   |
| <b>BSBESB401</b> Research and develop business plans                          | <ul style="list-style-type: none"><li>• Establish resource, legal and compliance requirements according to identified business goals and objectives</li><li>• Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services</li><li>• Develop a contingency plan to address possible areas of non-conformance according to workplace procedures</li></ul> |

## Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the FNS40217 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.



## Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

## Unique Student Identifier

You will need a USI before you train with us commencing from 1<sup>st</sup> January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. [www.usi.gov.au](http://www.usi.gov.au)

## Materials

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home. Please speak to us if you would like to borrow a laptop to use in class.

For online courses, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.



## Studying online via Zoom

We are excited to announce that this course is now being delivered remotely online in real-time via Zoom. This is just like being in the classroom, with interaction and support from your trainer and engagement with your classmates, but all from the comfort and safety of home.

This is not a self-paced course. You will need to login at set dates/times as per your timetable and the class will be run 'live'.

Zoom is user-friendly and does not require any specialised software, just internet access. Zoom can also be used on smartphones/tablets by downloading the free Zoom app.

## Fees

### Government funding

This training is delivered with Victorian and Commonwealth government funding to eligible Victorian students under the State Government's Skills First program. Contact us to discuss your eligibility or more information can be seen here: <https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

### OpenPay

MSA Training and Professional Development has partnered with OpenPay.

Using OpenPay, we are able to offer an easy payment plan, in either weekly, or fortnightly repayments, to suit your budget, and lifestyle, whilst at the same time improving your independence and freedom. All of this without the financial stress of an outright purchase. Easy Payment Terms of 1 Month – 24 Months are available, to approved purchasers. Please note, this service is offered by OpenPay, which is not connected to MSA Training and Professional Development.

If you would like to obtain further information on our payment plans, please contact us on 9905 3180 or go to [www.openpay.com.au/how/](http://www.openpay.com.au/how/)

### Statement of Fees

|                     | Government Funded |           |              |           | Non-funded   |            |              |            |
|---------------------|-------------------|-----------|--------------|-----------|--------------|------------|--------------|------------|
|                     | Full              |           | Concession   |           | Full         |            | Concession   |            |
| Total nominal hours | Fee per hour      | Total fee | Fee per hour | Total fee | Fee per hour | Total fee  | Fee per hour | Total fee  |
| 635                 | \$0.97            | \$615.95  | \$0.19       | \$123.19  | \$7.72       | \$4,900.00 | \$7.40       | \$4,700.00 |

These fees are inclusive of all learning materials and assessments.

Course fees must be made prior to course commencement. Generally, \$600 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

### Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

## Austudy / Abstudy approved

This course is Austudy/Abstudy approved. This does not reduce the course fees but may entitle you to a payment from Centrelink that helps support students during their study. Please speak with Centrelink for application details and to check if you are eligible.

## Payment plans

Credit card payment plans are available through DebitSuccess to assist student in paying for their tuition with a \$12 set up fee. Please discuss your options with the reception staff on 9905 3180 or [msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)

| Installation                | Funded Concession | Funded Full Fee | Non-Funded Concession | Non-Funded Full Fee |
|-----------------------------|-------------------|-----------------|-----------------------|---------------------|
| <b>Deposit at enrolment</b> | <b>\$154.50</b>   | <b>\$772.50</b> | <b>\$300.00</b>       | <b>\$500.00</b>     |
| <b>Week 2</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 3</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 4</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 5</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 6</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 7</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 8</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 9</b>               |                   |                 | \$220.00              | \$220.00            |
| <b>Week 10</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 11</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 12</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 13</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 14</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 15</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 16</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 17</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 18</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 19</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 20</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Week 21</b>              |                   |                 | \$220.00              | \$220.00            |
| <b>Total</b>                | <b>\$154.50</b>   | <b>\$772.50</b> | <b>\$4,700.00</b>     | <b>\$4,900.00</b>   |

## Additional fees

| Item   | Fee                                 |
|--|-------------------------------------|
| <b>Transfer fee</b>                              | \$50.00                             |
| <b>Refund fee</b>                                | \$300.00                            |
| <b>Re-Print of Certificate</b>                   | \$22.00                             |
| <b>Assessment extension, per unit, per month</b> | \$30.00                             |
| <b>Learner Guide replacement fee</b>             | Varies \$5-\$200 per hardcopy book. |



## How to enrol

***Due to COVID-19, we are no longer taking enrolment appointments at our office.  
All enrolments are to be done online.***

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through [www.usi.gov.au](http://www.usi.gov.au)
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically [www.msatraining.edu.au/enrolment-keep/](http://www.msatraining.edu.au/enrolment-keep/)
- Take a photo or scan of your current Driver Licence; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Take a photo or scan of your Medicare card, Australian/NZ birth certificate; Naturalisation certificate or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence. Please talk to us if you don't have any of these documents.
- If you are applying for a Concession rate; Take a photo or scan of any relevant concession cards such as healthcare cards or pension cards.
- Email all documents/photos/scans to [msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)