



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional
Development

Information Booklet

FNS40222

Certificate IV in Accounting
and Bookkeeping

msa-monashtraining@monash.edu

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

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
Training and Professional
Development

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

03 990 53180



Group bookings:

Professional Development Officer

msa-monashtraining@monash.edu

03 9905 1074



Why choose MSA Training and Professional Development?

Continuous improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and student and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of Trainers and Assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and getting all the support they need.

As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

Support

Support services are available at MSA Training and Professional Developing, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services.

The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.

Notable programs and departments within MSA:

- Period positivity – providing free feminine hygiene products
- MSA's Indigenous department – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.
- MSA Women's department - creating a safe campus where you feel a sense of belonging.
- Gender Affirmation at MSA - In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.
- MSA Queer department – Supporting all queer-identifying and questioning individuals at Monash
- MSA Disabilities and Carers Department – advocating for the needs of students with disabilities and student carers at Monash Clayton.
- MSATPD Mental Health Resources – Free resources to assist anyone struggling with mental health conditions.



FNS40222 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 qualification

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.

Assessment methods and requirements

Assessment will include trainers conducting observations while students are on placement, written knowledge questions, and classroom activities, role plays and projects.

Assessments are to be submitted to your trainer within 4 weeks of the unit/cluster.

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.

Timetable

The FNS40222 Certificate IV in Accounting and Bookkeeping will run for 28 sessions. Timetables will be listed on the website when available.



Pathways

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

- ✓ FNS50222 Diploma of Accounting
- ✓ FNS60222 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.



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.

RPL Applications must be completed prior to course commencement.



Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by any other RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated.

MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

CT Applications must be completed prior to course commencement.

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.

Estimated Hours	
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
BSBTEC302 Design and produce spreadsheets	<ul style="list-style-type: none"> Design spreadsheet design to suit purpose, audience and information requirements of task Format spreadsheet using application functions, according to organisational policies and procedures and presentation requirements
FNSACC418 Work effectively in the accounting and bookkeeping industry	<ul style="list-style-type: none"> Adapt to changes in technology and work organisation in a timely manner Identify and review own professional development needs and goals on regular basis Develop systems to support user needs
FNSACC321 Process financial transactions and extract interim reports	<ul style="list-style-type: none"> Identify, check and record information from financial documents Reconcile banking documentation against organisation's financial records Prepare required journal entries within organisational timeframes
FNSACC322 Administer subsidiary accounts and ledgers	<ul style="list-style-type: none"> Amend receipts entered into manual accounts receivable system according to established procedures File documentation according to organisational policy and procedures
FNSACC421 Prepare financial reports	<ul style="list-style-type: none"> Determine method of calculating depreciation in accordance with organisational requirements



	<ul style="list-style-type: none">• Adjust expense accounts and revenue accounts for prepayments and accruals• Prepare balance sheet to reflect financial position of business at end of reporting period
FNSTPB412 Establish and maintain payroll systems	<ul style="list-style-type: none">• Conduct payroll preparation within designated timeframes and according to organisational policy and procedures• Enter employee pay period details in payroll system in line with source data• Respond to payroll enquiries according to organisational and legislative requirements
FNSTBP411 Complete business activity and instalment activity statements	<ul style="list-style-type: none">• Identify and document lodgement schedule requirements• Identify and document own competency development requirements relating to changes in legislation• Calculate and reconcile total salaries, wages and other payments for a reporting period to enter onto a BAS
FNSACC414 Prepare financial statements for non-reporting entities	<ul style="list-style-type: none">• Systematically code, classify, and check data for accuracy and reliability according to organisational policy and procedures• Prepare financial statements using structure and format that comply with accounting standards and organisational requirements
FNSACC426 Set up and operate a computerised accounting system *	<ul style="list-style-type: none">• Identify sources of technical help and use them to solve operational problems• Use general journal to make balance day adjustments for prepayments and accruals• Customise chart of accounts to meet reporting requirements of organisation
FNSACC412 Prepare operational budgets	<ul style="list-style-type: none">• Break down annual budgets into seasonal periods according to organisational operating procedures• Monitor budget variance and seek direction from client or designated person to address variance as required• Define cash, expenditure and revenue items and ensure they are relevant to budget
BSBESB401 Research and develop business plans	<ul style="list-style-type: none">• Establish resource, legal and compliance requirements according to identified business goals and objectives• Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services• Develop a contingency plan to address possible areas of non-conformance according to workplace procedures
FNSACC323 Perform Financial Calculations	<ul style="list-style-type: none">• Identify and acquire resources and equipment needed to perform calculations• Perform financial calculations and complete work requirements using techniques suited to selected method• Check results and confirm that calculations are accurate and meet required outcomes, and identify and correct computational errors
BSBPEF501 Manage personal and professional development	<ul style="list-style-type: none">• Support others to develop work goals, plans and activities that align with their responsibilities• Participate in personal and professional development activities that address identified needs, priorities and plans



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 1st 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

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.



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.

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

Studying on campus

We are excited to announce that this course is now being delivered at Monash University Clayton. Being in the classroom allows for interaction and support from your trainer and engagement with your classmates.

With Monash University's state-of-the-art facilities, our students are able to make the most of their campus experience. Students are welcome to make use of the campus libraries for studying or borrowing resources.



Fees

Government funding

Unfortunately, the Victorian Department of Jobs, Skills, Industry and Regions have not allocated us any Skills First funded places for this qualification in 2024. To discuss any queries or concerns you have about the lack of funding for this course with us you can contact the department on 9651 9999 or email training.market.services@djsir.vic.gov.au

Total nominal hours	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
665	N/A	N/A	N/A	N/A	\$7.70	\$5,120.50	\$7.40	\$4,921.00

There is a \$250 materials fee which is included in the above totals.

Course fees must be made prior to course commencement. Generally, \$500 - \$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 EzyPay to assist students in paying for their tuition. Please discuss your options with the reception staff on 9905 3180 or msa-monashtraining@monash.edu

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment			\$551.00	\$610.50
Instalment 1			\$330.00	\$340.00
Instalment 2			\$330.00	\$340.00
Instalment 3			\$330.00	\$340.00
Instalment 4			\$330.00	\$340.00
Instalment 5			\$330.00	\$340.00
Instalment 6			\$330.00	\$340.00
Instalment 7			\$330.00	\$340.00
Instalment 8			\$330.00	\$340.00
Instalment 9			\$330.00	\$340.00
Instalment 10			\$330.00	\$340.00
Instalment 11			\$330.00	\$340.00
Instalment 12			\$330.00	\$340.00
Instalment 13			\$330.00	\$340.00
Instalment 14			\$330.00	\$340.00
Instalment 15			\$330.00	\$340.00
Instalment 16			\$330.00	\$340.00
Instalment 17			\$330.00	\$340.00
Instalment 18			\$330.00	\$340.00
Instalment 19			\$330.00	\$340.00
Instalment 20			\$330.00	\$340.00
Total	\$	\$	\$5,171.00	\$5,370.50

Additional fees

Item	Fee
Transfer fee	\$50.00
Refund fee	\$300.00
Re-Print of Certificate	\$22.00
Assessment extension, per unit, per month	\$30.00
Learner Guide replacement fee	Varies \$5-\$200 per hardcopy book.
Excursion/incursion Levy	\$50
Grading of course work if applying to University course	Contact office



How to enrol

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
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically 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