

KALTRAINING▶

Certificate IV in Bookkeeping (FNS40215)



Campus: 2B Staley Street, Brunswick, VIC 3056
Administration office: Suite 2, 339-345 Mitcham road, Mitcham VIC 3132

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www.kaltraining.com.au

(TOID: 20815) KAL Multimedia Training trading as KAL Training

MISSION STATEMENT

“To provide Quality Education to Students in Small Groups”

Information for Students

KAL Training (TOID:20815) trading as KAL Training has a reputation for delivering quality educational programs and services to a diverse range of clients since their inception in 2000. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries' needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Training's staff members embrace the principle of continuous improvement in all aspects of the organisation's work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

Educational Standards



In accordance with the stringent requirements of Department of Education and Early Childhood Development, KAL Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Training abides by the Code of Ethics, as set out by the organisation. It is also a member of ACPET's Tuition Assurance Scheme (ASTAS). ASTAS ensures that any Australian student displaced from a course, due to a member's inability to continue the course, is relocated efficiently and with minimal disruption to a comparable course with another member or approved provider.

KAL Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

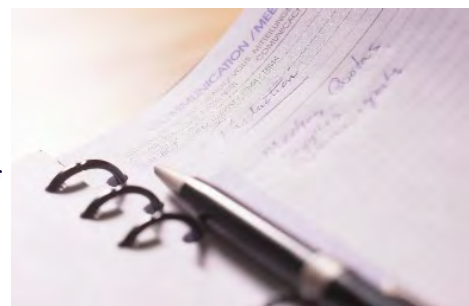
KAL Training has pride in their high level of compliancy within the Private and Public VET sector.

In 2012 KAL transferred its registration to the National regulator ASQA, allowing them to offer training to interstate clients.

Victorian and Commonwealth funding is available to Victorian residents (subject to eligibility) under Victorian Training Guarantee.

Keeping in mind the changing expectation of our clients, KAL Multimedia Training began trading as KAL Training (TOID 20815) in 2015.

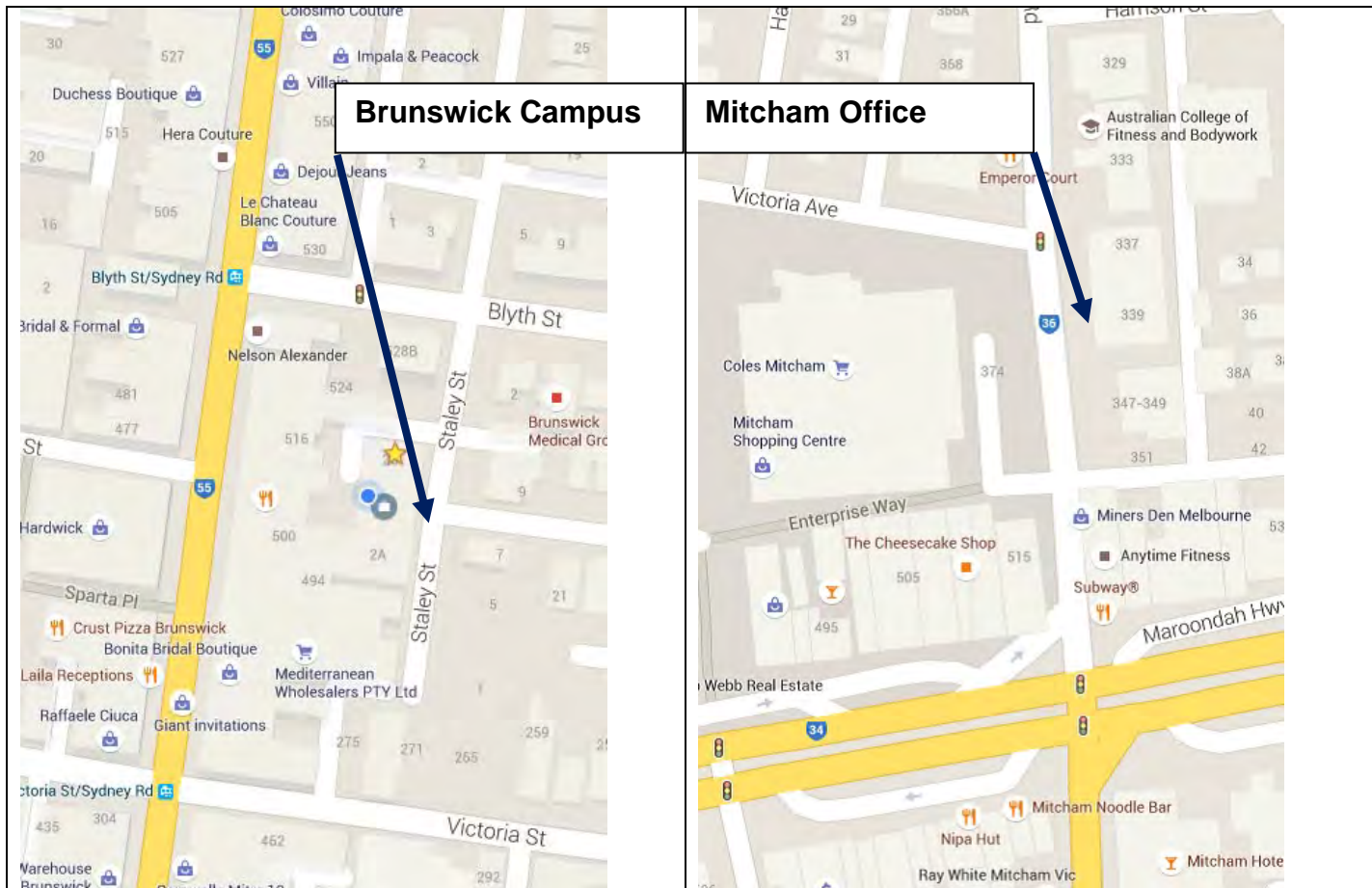
As at 1st July 2015, Kal Training will be opening a new office in Mitcham. We will still be operating from Brunswick but we are expanding our business to cater for the needs in the Eastern and surrounding suburbs. Our new location is at Suite 2/339 Mitcham Rd, Mitcham. Kal Training is dedicated in helping our students achieve their career goals through further education in their chosen field.



KAL TRAINING CENTRE & OFFICE LOCATION

PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:
 Brunswick - Tuesday to Thursday 8:30am to 4:30pm (Monday and Friday by appointment only)
 Mitcham – Monday to Thursday 8:30am to 4:30pm (Friday by appointment only)
 Student Queries – 1800 244 438 Monday to Friday

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|----------------------------------------------------------------|-----------------------------------------------------------------------|
| Brunswick Campus: 2B Staley Street, Brunswick, 3056. | Mitcham Office: Suite 2/339-345 Mitcham Road, Mitcham, 3132 |
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| <p>Nearest Bus, Tram and Train Stops in Brunswick are:</p> <ul style="list-style-type: none"> ▪ Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote & Brunswick) ▪ Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City - Elizabeth St) ▪ Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Training Office | <p>Nearest Train Stop is Mitcham Railway station then walk 6 minutes to Kal Training office</p> |
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Facilities and Disabled Access

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- High Performance Desktop Computers
- High performance laptops
- Production Suites
- Sound and narration recording facilities
- Cinema, DSLR & HDV Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms



FNS40215 – CERTIFICATE IV IN BOOKKEEPING

Qualification Description

This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the 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 Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is reviewed regularly.

Entry Requirements

Nil

Packaging Rules

Total number of units = 13

6 core units plus

7 elective units

Units delivered by KAL

| Core Units | | Nominated Hours |
|-----------------------|--------------------------------------------------------------------------------------|------------------------|
| FNSINC401 | Apply principles of professional practice to work in the financial services industry | 30 |
| FNSBKG404 | Carry out business activity and instalment activity statement tasks ** | 50 |
| BSBITU306 | Design and produce business documents | 80 |
| FNSBKG401 | Develop and implement policies and procedures relevant to bookkeeping activities | 30 |
| FNSBKG405 | Establish and maintain a payroll system ** | 30 |
| BSBFIA401 | Prepare financial reports | 50 |
| Elective Units | | |
| FNSACC302 | Administer subsidiary accounts and ledgers | 40 |
| FNSBKG402 | Establish and maintain a cash accounting system | 40 |
| FNSBKG403 | Establish and maintain an accrual accounting system | 40 |
| FNSACC405 | Maintain inventory records | 20 |
| FNSACC404 | Prepare financial statements for non-reporting entities | 60 |
| FNSACC301 | Process financial transactions and extract interim reports | 60 |
| FNSACC406 | Set up and operate a computerised accounting system | 80 |
| | | |
| | Total Hours | 610 |

*Note the following prerequisite unit requirements:

| Unit in this qualification | Prerequisite unit |
|---------------------------------------------------------------|-----------------------------------------------------------|
| FNSBKG403 Establish and maintain an accrual accounting system | FNSBKG402 Establish and maintain a cash accounting system |

** Units form BAS agent registration Skill Set.

Course Breakdown

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| Course Fees | \$195 enrolment Fee plus tuition fee (Students eligible for <i>Skills First</i> subsidies \$0 or Fee for Service \$3965). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units. |
| Target learners | Employees or contract workers completing day to day data entry, invoicing or using a computerised accounting system. They may be existing workers or new workers completing these tasks. Basic or moderate understanding of accounting principles required. |
| Duration | 12 Months, 45 weeks. |
| Delivery | KAL uses an online learning system to deliver this course. 13 units are delivered on the Catapult learning system. Students have access to all their units 24 hours a day. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month. |
| What this course is about and who it is for | Students should have basic understanding of accounting principles, moderate computer and word processing skills. Students should have experience within a workplace working as an accounting or bookkeeping assistant. Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is reviewed regularly. |
| Methods of Assessments | Students' complete practical exercises, short and long answer questions and practical work based exercises (Can be in an actual or simulated workplace). |
| Assessment tasks | Students complete 13 units on the online learning systems. |
| Materials/Resources | Assessments: student will be enrolled in their 13 units of competency on the online learning system and can login any time they want to complete them. This online system contains all the learning material for the students. |
| Extra requirements | Students require a laptop or computer and access to the internet and a current email address. |
| Online Learning System | The Certificate IV in Bookkeeping uses the Catapult e-learning assessment system to assess you in 13 units. Here, you as a student logon and complete all your reading and assessment work online. The system also holds all your learning material for you to be able to access remotely via the internet. The Catapult system also allows you to see how much you have completed of an assessment and contact and email your trainer through the system. Catapult login http://elearning.kalmultimedia.com.au |

2017 Course Fees and Charges

IMPORTANT INFORMATION FOR STUDENTS:

ENROLMENT FEE:

These fees are charged annually and are as follows:

- Certificate IV and under - \$95 to \$195 enrolment fee
- Diploma and above – \$195
- School Based Apprenticeships or Traineeships - \$95 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The *Skills First* Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

The Skills First Program

Not all students will be eligible for this funding.

“Courses delivered under Victorian government funding”

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:
Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

- a young person under 20 years on 1 January 2017; or
- 20 years and older and ‘up-skilling’ by seeking to enroll in a course at a higher level than existing qualification
- Seeking to enroll in an approved Foundations Skills List course or seeking to enroll in an apprenticeship.

In 2017, you can enroll into two government subsidized courses as long as you are not doing any more than two government subsidised courses at a time. (These limits may not apply to Apprenticeships). You can only begin up to two government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills course you can begin. Please note that as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for funding. This includes students enrolled in any government, non-government, independent, Catholic or home school.

FEE FOR SERVICE students

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1st January 2017 under *Skills First Program* funding

| Course | Skill Level | Fee per nominal hour (subject to change) |
|-----------------------------------------------------|------------------------------|---------------------------------------------|
| Business/Business Administration | Certificate II to IV | \$1.00 to \$2.00 |
| | Diploma | \$1.00 |
| Leadership and Management | Diploma and Advanced Diploma | \$1.00 to \$1.50 |
| Bookkeeping | Certificate IV | Waived |
| Childcare/School Age Care/Community Services | Certificate II to IV | Waived |
| | Diploma and Advanced Diploma | Waived |
| Media and Information, Digital Media and Technology | Certificate II to IV | Waived |
| | Diploma and Advanced Diploma | Waived |
| Training Design and Development | Diploma | \$4.00 |

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

*If the *Skills First Program* reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

Concessions

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances or the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card -Pensioner Card -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.