

# KALTRAINING▶

## Certificate IV in Bookkeeping (FNS40215)



**Campus: 2B Staley Street, Brunswick, VIC 3056**  
**Phone: 1800 244 438 or (03) 9380 5593**

**Email: [info@kaltraining.com.au](mailto:info@kaltraining.com.au)**

**[www.kaltraining.com.au](http://www.kaltraining.com.au)**

(RTO NO: 20815) KAL Multimedia Training trading as KAL Training



## **FNS40215 – CERTIFICATE IV IN BOOKKEEPING**

### **Qualification Description**

The qualification is designed for people who wish to work as a contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

- Bookkeeper
- Finance Sector Team Leader
- Financial Markets Administrative Officer
- Accounting Support Officer

### **Entry Requirements**

There are no prerequisites required for this qualification, but some units have underpinning skills required, these are listed for the unit itself. ACSF level 3- tested at the time of enrolment.

### **Packaging Rules**

**Total number of units = 13**

**6 core units** plus

**7 elective** units

## Units delivered by KAL

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

\*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

<b>Course Fees</b>	\$50 enrolment Fee plus tuition fee (Students eligible for <i>Skills First</i> subsidies \$305 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.
<b>Duration</b>	12 Months,
<b>Delivery</b>	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.
<b>What this course is about and who it is for</b>	<p>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.</p> <p>Students should have basic understanding of computer and word processing skills.</p> <p>Students who have experience within a workplace working as an accounting or bookkeeping assistant.</p> <p>New Entrants.</p> <p>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</p>
<b>Student requirements</b>	Students require a laptop or computer and access to the internet and a current email address.
<b>Online Learning System</b>	<p>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.</p> <p>Catapult login  <a href="http://kalmultimedia.elearninglogin.com">http://kalmultimedia.elearninglogin.com</a></p>

## 2018 Course Fees and Charges

### IMPORTANT INFORMATION FOR STUDENTS:

#### ENROLMENT FEE:

These fees are may be charged annually and range as follows:

- Certificate IV and under - \$0 to \$195 enrolment fee
- Diploma and above – \$0 to \$195 enrolment fee
- School Based Apprenticeships or Traineeships - \$0 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 and Commonwealth 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:

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

And are any of the following:

i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;

ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;

iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);

iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior);  
or

v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Please note than as at 25<sup>th</sup> November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for training under the Victorian Training Guarantee. This includes students enrolled in any government, non-government, independent, Catholic or home school.

## How many courses am I eligible for?

In 2018, students are only allowed to begin two government subsidised courses in a year, as long as you are not doing any more than two government subsidised courses at a time. For example, if you are continuing a government subsidised Certificate III in Media from 2017, you can start one more course in 2018 until you finish (or withdraw from) your Media course, then you can start a second course in 2018.

Effective 16<sup>th</sup> June 2014, students are only allowed a maximum of two (2) government subsidised commencements at the same qualification level across **their** lifetime. Commencements in a Foundations Skills

Course and VET certificates completed as part of a senior secondary qualification are not taken into account. For further information, go to [www.education.vic.gov.au](http://www.education.vic.gov.au).

## **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 1<sup>st</sup> January 2018 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
Leadership and Management	Diploma	\$1.00
Bookkeeping	Diploma and Advanced Diploma	\$1.00 to \$1.50
	Certificate IV	\$0.50
Childcare/School Age Care/Community Services	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
Media and Information, Digital Media and Technology	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
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.