

InspireEd Academy



FNS40222 Certificate IV in Accounting and Bookkeeping



Duration: Up to 12 months
Location: 3/6 Junia Avenue, Toongabbie, NSW 2146
Mode: Blended (classroom and unsupervised self-study)
RTO: InspireEd Academy Pty Ltd
RTO code: 46233
Contact: 0478 567 318
Website: www.inspireed.edu.au

Introduction

InspireEd Academy is a Registered Training Organisation (RTO number 46233) registered with the Australian Skills Quality Authority. InspireEd Academy is proud to offer the FNS40222 Certificate IV in Accounting and Bookkeeping qualification. The qualification involves both scheduled classrooms learning activities, assessments, and unsupervised self-study.

This qualification provides students with the skills and knowledge required to work as an accounts clerk or finance role or employees performing in the role of accounts clerk or similar in an accounts/finance department of an organisation. It also includes the requirements as set out by The Tax Practitioners Board (TPB) for registering as a Business Activity Statements (BAS) agent.

Furthermore, the electives selected in this qualification have been chosen to suit current industry trends within the finance industry and align students with the skills and knowledge needed to become registered BAS agents. This includes training on communication and writing skills to engage others to achieve organisational goals and objectives.

InspireEd Academy places a strong emphasis on each student having a dedicated trainer and assessor who will be their primary contact for the duration of the course. In this way, each student receives a high degree on personal training and guidance, whilst at the same time interacting with other students during classroom based activities. The aim is to maximise student engagement and therefore deliver high quality learning outcomes.

Who is responsible for your training?

InspireEd Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. We do not outsource our training services to others and take great pride in our relationship with you.

Units of Competency

This qualification contains 13 units of competency. InspireEd Academy has organised these units of competency into a single-unit delivery in sequential order. This results in the efficient delivery of training and assessment and a structure that is very logical for students.

To be issued the qualification FNS40222 Certificate IV in Accounting and Bookkeeping a student must be assessed as competent in all 13 units of competency. These units of competency are comprised of 10 core units and 3 elective units. InspireEd Academy has selected the elective units of competency within this course to provide a student with a broad set of skills focused on working in the Accounting and/or Bookkeeping roles in the industry. The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by InspireEd Academy.

The FNS40222 Certificate IV in Accounting and Bookkeeping is delivered using the course structure outlined as below:

Units of Competency	Core / Elective
BSBTEC302 Design and produce spreadsheets	C
FNSACC418 Work effectively in the accounting and bookkeeping industry	C
FNSACC412 Prepare operational budgets	C
FNSACC414 Prepare financial statements for non-reporting entities	C
FNSACC421 Prepare financial reports	C
FNSACC322 Administer subsidiary accounts and ledgers	C
BSBTEC301 Design and produce business documents	E
FNSACC426 Set up and operate computerised accounting systems	C
FNSTPB411 Complete business activity and instalment activity statements	C
FNSTPB412 Establish and maintain payroll systems	C
FNSACC321 Process financial transactions and extract interim reports	C
BSBTEC402 Design and produce complex spreadsheets	E
BSBTEC404 Use digital technologies to collaborate in a work environment	E

National recognition

These competencies have been drawn from the nationally endorsed FNS Financial Services Training Package Release 8.1 – 8.2. Upon successful completion of the training and assessment, the qualification FNS40222 Certificate IV in Accounting and Bookkeeping will be issued. A Record of Results (sometimes referred to as a transcript) listing all units of competency will also be issued along with the qualification certificate.

The qualification and units of competency are nationally recognised and provide individuals with qualification that can be applied throughout Australia and the wider industry. InspireEd Academy will issue a qualification within 30 days of the final assessment being completed.

Program outline

Training is delivered in a blended mode of delivery including classroom-based delivery (two days per week) which is trainer-led combined with an additional unsupervised self-study that is an average of 5 hours per week for each unit of competency. Students will also need to prepare work in their own time in response to assessment tasks. Supervised assessment will occur during scheduled classroom attendance.

Demonstration of practical tasks with trainer Observation and Role Play Observation are the methods of assessment that will be utilised during this supervised time in the classroom. Written learning activities/assessments will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. Participants will be provided with professionally presented reference material to assist them in developing their knowledge and skills of the subject.

Locations

Classroom training and practical skills training will be delivered at the college premises located at 3/6 Junia Avenue, Toongabbie, NSW 2146.

Expected Duration

The program is designed to be delivered over 40 weeks with a maximum duration of 52 weeks. InspireEd Academy can support those participants who need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration. InspireEd Academy offers recognition of prior learning and recognises the outcomes issued by other RTOs. If you have prior learning or hold current competency, let us know during your enrolment process.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks that includes projects, knowledge tests, responses to case studies as part of Project Portfolio, and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

Written Tasks: The student is required to respond to a range of questions contained in the Assessment Booklet. Written tasks may include written answers, case studies, written project tasks, and research activities. The student may research their answers from the learning materials, available references, libraries/databases, and the internet.

Observation and Practical Assessment Tasks: The student is required to undertake practical assessments in keeping with training package requirements. This may involve projects and portfolios and/or undertaking a range of specific activities whilst being observed by the assessor including simulations, role plays, case studies, and/or scenarios.

Entry requirements

There are no mandated entry requirements for this qualification. However, InspireEd Academy has established the following local entry requirements for students, they are:

- For students who do not have any prior industry experience and are new entrants in the accounting and bookkeeping field:
 - Are over 18 years old.
 - Individuals with no finance experience but who are looking for employment in an accounts-related role or in finance departments within an organisation.
 - Have language, literacy, and numeracy skills that ensure the ability to read and comprehend complex information at ACSF Level 3.
- enhance their skills and career prospects; or
- change careers
- seeking pathways for higher education in the field of accounting/bookkeeping

Other requirements:

- Basic computing skills.
- Access to a modern computer or a laptop with high-speed internet.
- Access to Microsoft Office 365 or equivalent
- Adobe Acrobat Reader
- Macro Flash Media
- MYOB or other similar accounting-based software.

All prospective students are required to participate in an interview with the Academic Manager or their delegate and undertake a Language, Literacy, and Numeracy (LLN) test. This includes the identification of the student's skills and competencies and any support needs. The outcome of this interview together with the outcome of the LLN test report is used to assess the student's suitability and capacity to undertake this course. The interview may be in person or via phone or MS Teams.

InspireEd Academy can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, InspireEd Academy can refer these students to a specialist LLN provider who can assist in improving their language, literacy, and numeracy skills to enable them to suitably commence the course.

All students MUST have a Unique Student Identifier (USI), or the College will seek permission from students to search for and/or create a USI on their behalf. The College will not issue an AQF certification document to a student without being in receipt of a verified USI unless exemptions apply under the Student Identifiers Act 2014.

Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program.

Students are encouraged to notify InspireEd Academy of their interest or intention to apply for RPL prior to their enrolment. We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

Student Information

Detailed student information is available within our Student Handbook, supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment, and the right to complain or appeal an assessment decision.

It is important that people applying for enrolment have an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Dress and Equipment Requirements

Although InspireEd Academy has not set any mandatory dress requirements, it is essential that students present to their class in neat, casual attire suitable for participation in practical activities. Students are also required to demonstrate a high standard of personal hygiene.

Students will require basic stationery and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer that has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

Students may bring portable electronic devices to classroom sessions such as small laptops or tablets if they wish. Students are advised that no provision will be made to charge these devices in the classroom and charging or power extension leads are not to be used in the classroom.

Students are issued with a prescribed textbook and a range of documents and files electronically which they will need during their study. To fully participate in the course and to prepare assessment submissions, students will need access to a personal computer that has access to the internet and word

processing software. InspireEd Academy will issue files to students in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF formats.

No other equipment is required by the student to participate in the course.

Cost

This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

Contact us

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