Do you want the flexible vocation of being a bookkeeper, a BAS agent or do you want to just develop your bookkeeping skills?

The Certificate IV in Bookkeeping is designed for those who want to be contract bookkeepers or to perform bookkeeping tasks in a range of industries. This qualification enables you to work within a large organisation or as a self-managed contractor.

How you will learn
You can work your way through this qualification along an organised step by step path. This can be done with work books together with recognition of your prior experience and learning (RPL) where applicable. There is personalised attention from your teacher by phone and email all the way through your qualification whether it be by RPL or through the study option.

This is an excellent opportunity for those who already have some skills in bookkeeping and even in the business administration area to apply for part, or the whole of the qualification, through Recognition of Prior Learning – RPL.

Career opportunities
Graduates will complete the program with skills and knowledge recognised by business professionals across a range of industries. Possible initial jobs for graduates include:

- Bookkeeper for a large organisation
- Independent contracting Bookkeeper

Pathways to further learning
Graduates can undertake further study in the Certificate IV in Accounting to become a Double Certificate Graduate. There is considerable overlap between these two qualifications which helps and the additional units round your qualifications out to broaden your opportunities. Graduates can also move to a higher qualification such as the Diploma of Accounting. This includes some credits for units already achieved.

Duration
This course usually takes one year, but students can complete it in less time if they choose to accelerate their learning. The maximum timeframe is 2 years. Students with experience in the area and qualifying for Recognition of Prior Learning (RPL) can complete in a matter of weeks.
Entry Requirements
There are no specific entry requirements for this certificate. Students who have English as a Second Language must have an IELTS score of 5.5 or equivalent.

Program units
To obtain this qualification, students will complete the following units:

Core Units x 6
- BSBFIA401 Prepare financial reports
- BSBITU306 Design and produce business documents
- FNSBK401 Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBK404 Carry out business activity and instalment activity statement tasks
- FNSBK405 Establish and maintain a payroll system
- FNSINC401 Apply principles of professional practice to work in the financial services industry

Electives - choose 7 of these 13
- FNSBK402 Establish and maintain a cash accounting system
- FNSBK403 Establish and maintain an accrual accounting system
- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers
- BSBWHS201 Contribute to health and safety of self and others
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC406 Set up and operate a computerised accounting system
- BSBWOR501 Manage personal work priorities and professional development
- BSBCUS301 Deliver and monitor a service to customers
- BSBITU402 Develop and use complex spreadsheets
- FNSACC303 Perform financial calculations
- FNSACC402 Prepare operational budgets
- FNSACC503 Manage budgets and forecasts

Where students have already completed similar units or have experience and skills in a relevant area they may receive recognition – i.e. they will not need to study these units. AQI are specialists in Recognition of Prior Learning RPL and will focus on this as we develop your Training Plan.

Course fees
The Certificate IV in Bookkeeping is priced competitively at $1,993 for full study and $993 for Recognition of Prior Learning (RPL).

National Recognition
This qualification is nationally recognised and taken from the Australian FNS Financial Services Training Package.

Recognition of Prior Learning
Do you already have experience? Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. You can earn credit for this qualification if you have completed relevant formal or informal trainings, paid work or voluntary placements or if you can demonstrate the skills required. For further details email andrea@aqi.edu.au.

For more information check our website www.aqi.edu.au
For a conversation, email Andrea at andrea@aqi.edu.au
To apply, email your CV to Andrea at enquiries@aqi.edu.au
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