Do you want the flexible vocation working in accounting with options of working in a wide range of industries or do you just want to develop accounting skills?

The Certificate IV in Accounting is designed for those who want to perform accounting tasks in a range of industries. All industries need accountants! This enables you to work within a large organisation or as a self-managed contractor in industries that interest you most.

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 accounting, 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 in small and large organisations across a wide range of industries.

Pathways to further learning
Graduates can undertake further study in the Certificate IV in Bookkeeping 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 generally 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.

Kirra Young - AQI Student: “AQI is really attentive. My teacher knows exactly where I am at and is always responsive to my questions. I do not have to go anywhere – I can just pick up the phone or email to get support.”
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 10**
- BSBFIA401 Prepare financial reports
- BSBITU306 Design and produce business documents
- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers
- FNSACC402 Prepare operational budgets
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC406 Set up and operate a computerised accounting system
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- FNSBKG405 Establish and maintain a payroll system
- FNSINC401 Apply principles of professional practice to work in the financial services industry

**Choose 3 Electives units**
- FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities *(imported unit)*
- FNSBKG402 Establish and maintain a cash accounting system *(imported unit)*
- FNSBKG403 Establish and maintain an accrual accounting system *(imported unit)*
- BSBWHS201 Contribute to health and safety of self and others
- BSBWRT301 Write simple documents
- FNSACC303 Perform financial calculations
- FNSACC503 Manage budgets and forecasts *(imported unit)*
- BSBITU402 Develop and use complex spreadsheets

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 Accounting 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.

AQI Staff
All AQI staff are qualified teachers. There are no tele-marketers. We know education.

For more information check our website [www.aqi.edu.au](http://www.aqi.edu.au)
For a conversation, email Andrea at [andrea@aqi.edu.au](mailto:andrea@aqi.edu.au)
To apply, email your CV to Andrea at [enquiries@aqi.edu.au](mailto:enquiries@aqi.edu.au)

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