

Pathway to completion of Certificate IV in Accounting and Bookkeeping

The completion of the short course 'Bookkeeping Career Pathway for Migrants' provides an opportunity to complete the nationally accredited qualification FNS40217 - Certificate IV in Accounting and Bookkeeping.

This qualification is currently cited as meeting the TPB (Tax Practitioners Board) educational requirement for registration as a BAS agent.

A summary of qualifications and experience requirements to register as a BAS agent can be accessed through the link below.

[Qualifications and experience for BAS agents](#)

GST/BAS taxation principles – These required units will be completed under the 'Bookkeeping Career Pathway for Migrants' short course.

The national training package requirements to gain the qualification Certificate IV in Accounting and Bookkeeping are listed below.

This qualification can be completed by studying the remaining units either online/ face to face classes and/or complete them through the RPL process. RPL is the process used to recognise your work experience, previous studies and/or life experience in your home country and/or in Australia. Students who complete 'Bookkeeping Career Pathway for Migrants/ Accounting Employment Pathway for University Students and Graduates short courses', may have the potential to gain RPL towards completion of this Certificate IV qualification.

For any other inquiry contact us by email at FJP.online@tafesa.edu.au

Certificate IV in Accounting and Bookkeeping			National Code FNS40217
National Training package requirements: 8 core units plus 5 elective units			
TAFE Code	National Code	Unit of Competency	Core / Elective
Units covered in the short course			
FACPP	FNSACC411	Process business tax requirements	Elective
FACPT	FNSACC416	Set up and operate a computerised accounting system	Core
FACRE	FNSTPB402	Establish and maintain a payroll system	Core
FACRD	FNSTPB401	Complete business activity and instalment activity statements	Core
Other units to complete the full qualification			
FACPN	FNSACC408	Work effectively in the accounting and bookkeeping industry	Core
FACPG	BSBSMB412	Introduce cloud computing into business operations	Core
FACPK	FNSACC311	Process financial transactions and extract interim reports	Core
FABPC	BSBFIA401	Prepare financial reports	Core
FACPL	FNSACC312	Administer subsidiary accounts and ledgers	Core
FABNZ	BSBITU306	Design and produce business documents	Elective
FABPA	BSBITU402	Develop and use complex spreadsheets	Elective
FACPR	FNSACC412	Prepare operational budgets	Elective
FABNH	FNSACC407	Produce job costing information	Elective