



FNS40222

CERTIFICATE IV

IN ACCOUNTING &

BOOKKEEPING

START YOUR BRAND NEW CAREER TODAY!



Gramac Training is one of very few registered training organisations (RTOs) in the Limestone Coast area to offer the Certificate IV in Accounting and Bookkeeping.

This course has been designed to meet and fit the requirements of industry and meets the education requirements of the Tax Practitioners Board for registration to become a BAS agent and Bookkeeper.

Our qualified trainers are well respected for their knowledge of the material being delivered and their supportive approach in making your learning journey successful.

By studying accounting and bookkeeping with us you will get the practical training that industry require while using industry leading software.

It's all about giving you the belief and confidence in yourself and being ready for the challenges in your current or new career.



TIMELINE

- Classroom/Self-Paced – comprehensive face-to-face classroom training session, plus external studies
- Traineeship – up to 18 months to complete the course with blended delivery
- Government incentives may be available to employers by training their staff on the job towards a qualification

REQUIREMENTS

- Access to and the ability to use a computer
- Internet access
- Sound English literacy skills and comprehension
- Organisational and time management skills to sequence tasks and meet deadlines
- A Unique Student Identifier (USI) is required

RPL

In circumstances where you believe you can demonstrate competence in any of the units through skills, knowledge and experience acquired training and work and life experience you can apply for RPL. Assessment by consulting with a Gramac Training Solutions Trainer/Assessor.

UNITS

Gramac Training Solutions package consists of 10 Core Units and 3 Elective Units of competency.

- **FNSACC426** Set up and operate a computerised accounting system
- **FNSACC323** Perform financial calculations
- **BSBTEC302** Design and produce spreadsheets
- **FNSACC321** Process financial transactions and extract interim reports
- **FNSACC322** Administer subsidiary accounts and ledgers
- **FNSACC418** Work effectively in the accounting and bookkeeping industry
- **FNSTPB412** Establish and maintain a payroll system
- **BSBTEC301** Design and produce business documents
- **FNSINC311** Work together in the financial service industry
- **FNSTPB411** Complete business activity and instalment activity statements
- **FNSACC412** Prepare operational budgets
- **FNSACC414** Prepare financial statements for non-reporting entities
- **FNSACC421** Prepare financial reports

FURTHER INFORMATION

Phone: (08) 8724 8577
Email: info@gramac.com.au
www.gramacsolutions.com.au



Course Breakdown

The Certificate IV in Accounting and Bookkeeping is ideal for anyone looking for a career in the bookkeeping and accounting industry, including as a professional bookkeeper, BAS agent or payroll officer.

This course is a pathway towards of the Diploma of Accounting.

Course duration is dependent on delivery method:

- Classroom sessions conducted over 12 months
- Self-paced external learning up to 18 months

Gramac Training Solutions will issue a Statement of Attainment within 21 calendar days of the training program being completed successfully, providing all agreed fees have been paid.

Learners Rights

Learners who enrol in courses delivered by Gramac Training Solutions have the right to:

- A safe, clean learning environment where they are treated fairly and respectfully
- Be free from all forms of intimidation or discrimination; regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status
- Learn in an environment that is supportive with any disputes or concerns treated seriously and settled in a fair and professional manner
- Be trained and assessed by competent and knowledgeable trainers and assessors
- Access Recognition of prior learning (RPL)
- Privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses)
- Be given information about assessment procedures at the beginning of the unit and progressive results as they occur
- Lodge an appeal against an assessment decision if they feel they were treated unfairly during assessment or where they feel the assessment decision is incorrect and they have grounds for appeal
- Have the opportunity to share ideas and ask questions.

Did you know?

Graduates of accountancy in Australia benefit from high employment prospects.

Learners Obligations

Learners agree at all times during their enrolment period to:

- Fully participate and complete all learning and assessment activities as required, to the best of their ability
- Advise Gramac Training Solutions of absenteeism prior to the start of the training
- Provide medical certificates or evidence of extenuating circumstances in support of absenteeism
- Inform Gramac Training Solutions of any concerns or need for support related to the successful completion of the course
- Treat all staff and fellow learners with respect and do not discriminate, harass, abuse, or use threatening behaviours of any kind whether physical or verbal
- Follow required dress code including personal protective equipment and a good standard of personal hygiene
- Inform Gramac Training Solutions if personal details change
- Not to smoke in non-smoking areas
- Not to attend training or assessment sessions under the influence of alcohol or illicit drugs
- Turn off all mobile devices whilst participating in training and assessment activities
- Always follow normal and reasonable safety practices

Enrolling with Gramac Training Solutions is acknowledgement of the services available, the learner expectations, and the learner rights and obligations which are all understood and agreed to. All enrolled learners are bound by Gramac Training Solutions policies and breaches may result in suspension and/or removal from the training program.

Address:

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info@gramac.com.au



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our Policies and Terms
& Conditions**