

FNS40207

Certificate IV in Financial Services (Bookkeeping)

The Certificate IV in Financial Services (Bookkeeping) provides participants with the skills required to perform all of the bookkeeping needs of a business. From the development of accounting systems and policies to the preparation of financial statements, participants will learn the skills needed to deliver professional bookkeeping services and be able to provide guidance and take limited responsibility for the output of others.

The Navitas Difference

Navitas Workforce Solutions, our Registered Training Organisation, provides quality training designed to improve business outcomes. Our services are underpinned by the philosophy that training should bring about a change in behaviour and effectiveness in the workplace through the delivery of new skills. We work with our clients to understand their objectives and to enable skills and behaviour-based change management within the business.

Pre-requisites

None

Learning Outcomes

- Register as an accredited Bookkeeper (this Certificate is a requirement)
- Use an Accounting System (MYOB) to complete bookkeeping tasks
- Complete financial reporting
- Gain an insight into the Australian Financial Industry
- Understand basic taxation as it relates to small businesses
- Learn professional Customer Service skills

Program Benefits

- Nationally accredited program
- Maximum of 12 days training over 12 months (1 day per month) and can be completed earlier
- Recognition of Prior Learning (RPL) and Current Competencies (RCC)
- Flexible delivery methods
- Fun, effective and continual learning

Recognition of Prior Learning

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside of the formal education and training system, against the requirements of a qualification.

RPL could provide employees with a full or part qualification and avoid replication of training; it can also be used as a tool to identify what further training an individual may need to gain a qualification.

Government Funding Opportunities

Government funded courses are those subsidised by the government. The initiative was designed to encourage employers to train and develop their staff to pre-determined industry standards. Financial incentives are available to employers who provide access to training through traineeship programs.

Government funding for the Certificate IV in Financial Services (Bookkeeping) may be available for your organisation. Please contact us to discuss this opportunity further.



Units of Competency

The Certificate IV in Financial Services (Bookkeeping) is comprised of thirteen units of competency: four core units and nine elective units.

Below is a sample course outline:

Core Units

- FNSICIND301B: Work in the financial services industry
- FNSICGEN304B: Apply health and safety practices in the workplace
- FNSICGEN302B: Use technology in the workplace
- FNSICIND401B Apply financial services principles of professional practice

Elective Units

- FNSBKPG402A Establish and maintain a cash accounting system
- FNSBKPG403A: Establish and maintain an accrual accounting system
- FNSBKPG405A: Establish and maintain a payroll system
- FNSBKPG401A: Develop and implement bookkeeping policies and practices
- FNSACCT406B Maintain asset and inventory records
- FNSBKPG404A: Carry out Business Activity and Instalment Activity Statement tasks
- FNSACCT405B: Prepare financial statements
- FNSICCUS401B Deliver a professional service to customers
- FNSICCUS402B Maintain customer relationships

Assessment

The Certificate IV in Financial Services (Bookkeeping) has been developed to utilise holistic workplace assessment activities. As per Australian Quality Training Framework (AQTF) requirements for competency based training, the assessment criteria for this course will be based on both informal and formal processes.

The assessment methods used during the course will include:

- Practical group exercises
- Group discussions
- Work based assignments/projects

Please note that assessment activities are completed outside of the coursework workshop sessions.

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- Accounts payable/receivable
- Payroll officer
- Bookkeeper
- Entry level accountant
- Cashier



Contact

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