

### Become a qualified bookkeeper and BAS Agent.

The Certificate IV in Bookkeeping provides participants with the skills required to perform all of the bookkeeping needs of a business. Learn how to create accounting systems and policies and to prepare financial statements. You will develop the necessary knowledge and skills to deliver professional bookkeeping services.

#### The IBI Difference

IBI delivers uniquely designed courses and programs that aim to provide you with the tools and skills necessary to succeed in the Financial Services industry.

IBI's team of industry based professionals provide education that is affordable and flexible and is based on real world practical skills-based outcomes.

IBI's flexible and practical teaching methodology delivers job ready knowledge and skills to allow you to secure a place in the workforce.

#### Pre-requisites

None

#### Learning Outcomes

- Register as an accredited Bookkeeper (this Certificate is a requirement)
- Compliance with BAS Agent legislation
- 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 10 days training over a 12 month period and can be completed earlier
- Recognition of Prior Learning (RPL) and Current Competencies (RCC)
- Flexible study options and tailor-made solutions to your training needs
- Unique, real-world training led by industry experts

#### 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.

Investment Banking Institute of Australia (IBI) has become an industry leader in the financial services training sector.

IBI has offices and students throughout Australia. Our workshop classes are conducted by a network of industry professionals.

Our graduates are industry preferred and job ready with industry professionals.

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.

#### Skills Victoria 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.

Skills Victoria funding for the **Certificate IV in Bookkeeping** may be available for you as well as your organisation. Please contact us to discuss this opportunity further (**1300 669 786**).

**APPLY TODAY!**  
**Courses From**  
**\$495\***

\* Offer only available to students eligible for government subsidies. Limited offer. Terms and conditions apply.



# Investment Banking Institute

## Certificate IV in Bookkeeping (FNS40210)

### Units of Competency

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

Below is a sample course outline:

#### Core Units

- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSBKG405A Establish and maintain a payroll system
- FNSINC401A Apply principles of professional practice to work in the financial services industry

#### Elective Units

- BSBITU402A Develop and use complex spreadsheets
- FNSACC303A Perform financial calculations
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC405A Maintain inventory records

#### Assessment

The Certificate IV in Bookkeeping has been developed to utilise holistic workplace assessment activities. The Australian Quality Training Framework (AQTF) requirements for competency based training and assessment criteria for this course are built into all of our courses.

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 Administration Officer
- Certified BAS Agent

IBI is a leading provider of courses that are nationally recognised, industry valued and delivers job ready graduates.



**MELBOURNE CAMPUS**  
Melbourne VIC 3000  
Tel: 1300 669 786

**GEELONG CAMPUS**  
60 Little Ryrie Street, Geelong VIC 3220  
Tel: 03 5222 3058

[www.ibi.edu.au](http://www.ibi.edu.au)