

# **Certificate IV in Bookkeeping**

**(FNS40215)**

*Take control  
of your career.  
Achieve a nationally  
accredited bookkeeping  
qualification.*

2016

# CERTIFICATE IV IN BOOKKEEPING

*A career in bookkeeping offers opportunities for you to enjoy a rewarding career and afford a great lifestyle and all you need to do is study to gain or upgrade your educational qualification.*



## *The IBI difference*

Investment Banking Institute 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.

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

## *Learning outcomes*

- Compliance with educational requirements of BAS Agent legislation
- Use an Accounting System (MYOB) to complete bookkeeping tasks
- Manage Accounts Payable and Receivable
- Manage Payroll
- Complete financial reporting
- Gain an insight into the Australian Financial Industry
- Understand basic taxation as it relates to small businesses

## *Professional outcomes*

- Professional bookkeeper
- MYOB professional
- Payroll professional
- Accounts Payable and Receivable professional
- BAS Agent (subject to Tax Practitioners Board requirements)

## *Course benefits*

Nationally accredited program

- Unlimited access to classroom workshops (day and evening) over a 6 month period and can be completed earlier.
- Recognition of Prior Learning (RPL) and Current Competencies
- Flexible study options and tailor-made solutions to your training needs
- Unique, real-world training led by industry experts

## *Student support*

IBI provides students with unlimited & free:

- **Personal Mentor**
- **Classroom Workshops**
- **1300 Helpline**
- **E-mail Support Resubmissions**
- **No Re-sit Fees**

## *Work in the bookkeeping industry*

The financial services and bookkeeping industry is attractive for a number of reasons :

- Large variety of job roles
- 3rd largest sector of the Australian economy
- Largest employer
- Safe and enjoyable work environment
- Highest income per person
- Increasing growth prospects

***Our Certificate IV in Bookkeeping course has been developed under the new Australian Qualifications Framework (AQF) . Therefore the course is nationally accredited and industry recognised.***

## *Career Opportunities*

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

- Start Your Own Business
- Accounts Payable/Receivable
- Payroll Officer
- Bookkeeper
- Entry-level Administrator Officer
- Certified BAS Agent
- 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.

## *Course fees*

Call IBI for the latest course fees .

***For the latest fees:***

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

***Call 1300 669 786***

***See our list of course fees.***

***Securing a job in  
Bookkeeping & BAS Agent***

## Assessment

The Certificate IV in Bookkeeping has been developed to utilise holistic workplace assessment activities. The Australian Skills Quality Authority (ASQA) 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 may include:

- Practical group exercises
- Group Discussion
- Work based assignments/projects
- Please note that the assessment activities are completed outside of the course workshop sessions.

## Pre-requisites

There are no pre-requisites, however, you should have the ability to pass the Learning Literacy and Numeracy Test (LLN) and have a good understanding of English Language.

Students require access to and an understanding of how to use:

- a Personal Computer with Microsoft Windows (Mac and Unix are not supported)
- Internet and email Microsoft Excel, Powerpoint, Word 2010 and pdf documents
- MYOB AccountRight education edition will be supplied in training.

## Course delivery & duration

This qualification is delivered to students via Distance Learning. As a value addition, students may attend optional face-to-face classroom workshops which IBI conducts on a periodic basis. IBI Classroom Workshops are designed to provide conceptual clarity of key topics and issues contained in the course content. Workshops are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes. It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss. Students may select from a range of classroom workshops that are scheduled and published on the IBI website. There will be no limit to the number of times a student can attend the same workshop.

It is expected that on average, students will have the following study load to complete this course:

Study Hours	600
Weeks	24
Study Hours per Week	25

Students shall take up to 25 hours a week over a 6 month period to complete this Certificate. During this period students shall be reading, conducting research, performing assessments and managing feedback. Classroom Workshop attendance is optional but is available to assist in completing assessments, networking & understanding career opportunities. A further 6 months of course duration is provided if 50% of the assessments have been completed or hardship circumstances require.



## IBI QUICK TIPS

### 10 COMMON MYOB MISTAKES TO AVOID

1. Incorrectly using/not understanding Tax Codes
2. Users don't have basic understanding of Accounting
3. Users don't have understanding of GST System
4. Initial set-up of file not completed correctly
5. Banking processed incorrectly
6. Accounts not reconciled at month end
7. Completing BAS
8. Recording BAS Payment
9. Capital Acquisitions
10. Creating Chart of Accounts

## How do I enrol?

Call our career consultant to tailor your course to suit your needs **1300 669 786**

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IBI is part of the Campus Education Group of Companies

*Develop the skills necessary to deliver professional bookkeeping services*

**MELBOURNE**  
Tel: 1300 669 786

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