

FNS40207 CERTIFICATE IV IN FINANCIAL SERVICES (BOOKKEEPING)

ENROLMENT AND COURSE OUTLINE

Course Enquiry: Contact for course package and enrolment documents

*Course enquiry (03) 9533 7577 Danny or email
training@werx.com.au*

Course Enrolment: *Lodge enrolment applications by fax or email (03) 9533 7522 or
training@werx.com.au*

Commencement: There will be three intakes over 2008 / 09, applications should be **lodged** by the following dates:

- o 01 September 2008
- o 30 November 2008
- o 30 March 2009

Course Duration: The Certificate qualification is offered at three different levels according to the experience and prior qualifications of the applicant.

The total nominal course hours are between 495 – 555 hours, however see table below for more information regarding 'Fast-track' opportunities.

Fee Structure: There are funded and fee-paying programs available. Funding is available under federal government's Productivity Placement program. Eligibility information can be found at www.productivityplaces.deewr.gov.au.

Fee paying students will be charged according to the training type required as set out below. There are longer term programs for those entering this skill area, and shorter programs for those who have been working in the financial services industry as a bookkeeper or similar.

A resource and administration fee is charged in addition to course fees as indicated below. These are non-refundable charges. Course fees are refundable on early exit or withdrawal. See our course or student information brochures for more details on fees and refunds.

Code		Nominal Duration	Fees \$	Levy \$
A.	New entrant to industry – a workforce re-entry program for people with acquired disabilities (WorkCover or TAC clients).	Up to 18 month study part-time Duration negotiated according individual capacity	3,380	450
B.	New entrants to industry – TAFE program (fee for service or funded training)	26 weeks part-time (2 days attendance plus self-paced learning obligations)	3,180	350
C.	Existing workers in bookkeeping RPL program with optional gap training	RPL Program – 20 hours Gap training – additional charge per unit	950	150

Units Offered: The following table summarises those units offered by The WERX Foundation Inc for the qualification Certificate IV Financial Services (Bookkeeping) FNS40207. These are set according to the National Training Package Guidelines.

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To complete this qualification, competency must be achieved in 13 units. This must include:

- four industry core units, and
- seven sectoral core units and
- two elective units drawn from an accepted unit pool that may include units from another Training Package Qualification.

Industry Core Units

Where these have been met through a Certificate III Financial Services, an exemption may be granted. These units are also likely to be exempt through an RPL process.

Unit Code	Unit Title
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
<p style="text-align: center;">Sectoral Core Units</p> <p>These units form the key competency and industry specific areas of learning for those seeking qualifications and employment as contract Bookkeepers or employees performing the role of Bookkeeper.</p>	
Unit Code	Unit Title
FNSBKPG401A	Develop and implement policies and practices relevant to bookkeeping activities
FNSBKPG402A	Establish and maintain a Cash Accounting System
FNSBKPG403A	Establish and Maintain an Accrual Accounting System
FNSBKPG404A	Carry out Business Activity and Instalment Activity Statement tasks
FNSACCT406B	Maintain asset and inventory records
FNSACCT405A	Prepare financial statements
FNSBKPG405A	Establish and maintain a payroll system
<p style="text-align: center;">Elective Units</p> <p>Elective units may be chosen from the pool below .</p>	
FNSICCUS401B	Deliver a professional service to customers
FNSICCUS402B	Maintain customer relationship
FNSICORG501B	Manage own professional development
FNSACCT407A	Set up and Operate a Computerised Accounting system
CHCCS405A	Work effectively with culturally diverse clients and co-workers
FNSPRAC501B	Manage and maintain a small/medium business operation
BSBFRA403B	Manage Relationship with a Franchisor