

# FNS40215 *Certificate IV in* **Bookkeeping**

Start today  
1300 738 955



## 5 star education experience

- ★ Nationally accredited courses
- ★ Qualified trainers with extensive accounting & bookkeeping experience
- ★ Engaging and carefully structured course materials
- ★ Course notes written by industry practitioners
- ★ A pathway to new employment opportunities

*Education for  
the real world*

# A bookkeeping qualification to *build the future you want*

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To successfully launch your career in bookkeeping, Monarch's FNS40215 Certificate IV in Bookkeeping equips you with the necessary certification to work in this exciting industry.

Whether you are considering this course to successfully land your first job, improve your existing job role or simply round out your skill set as a spring board to getting your desired job role, Monarch's FNS40215 Certificate IV in Bookkeeping provides a pathway to achieving your goals.

This course provides a pathway into an exciting career as a Registered BAS Agent. Our qualification meets the education standards prescribed by the Tax Practitioner's Board. Monarch is also an accredited training provider of the Institute of Certified Bookkeepers.

Monarch's FNS40215 Certificate IV in Bookkeeping is nationally accredited by the Australian Government under the Australian Skills Quality Authority (ASQA).

## What does the *Certificate IV* cover?

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- Accounting Essentials & Fundamentals, including Inventory
- Taxation and Payroll (MYOB or Xero)
- Financial Statements and Computing (MYOB or Xero)
- Bookkeeping Professional Policies & Practices



## Course outline

| Code & Title   | Core/Elective (Nominal Hours*) |
|--|--------------------------------|
| <b>Module 1</b>  |                                |
| FNSACC301 Process financial transactions and extract interim reports                           | Core (60 Nominal Hours)        |
| FNSACC302 Administer subsidiary accounts and ledgers   | Core (40 Nominal Hours)        |
| BSBFIA401 Prepare financial reports  | Core (50 Nominal Hours)        |
| FNSACC405 Maintain inventory records   | Elective (20 Nominal Hours)    |
| <b>Module 2</b>  |                                |
| FNSACC404 Prepare financial statements for non-reporting entities                              | Core (60 Nominal Hours)        |
| FNSACC401 Process business tax requirements  | Elective (50 Nominal Hours)    |
| <b>Module 3</b>  |                                |
| FNSACC406 Set up and operate a computerised accounting system                                  | Core (80 Nominal Hours)        |
| FNSBKG405 Establish and maintain a payroll system  | Core (30 Nominal Hours)        |
| FNSBKG404 Carry out business activity and instalment activity statement tasks                  | Core (50 Nominal Hours)        |
| <b>Module 4</b>  |                                |
| FNSACC303 Perform financial calculations   | Elective (30 Nominal Hours)    |
| FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities     | Core (30 Nominal Hours)        |
| FNSINC401 Apply principles of professional practice to work in the financial services industry | Core (30 Nominal Hours)        |
| BSBITU306 Design and produce business documents  | Core (80 Nominal Hours)        |

\* Nominal Hours are the anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority (Department of Education & Training). Nominal hours may vary for a qualification depending on the units of competency selected.

## Accredited – Monarch Institute’s FNS40215 Certificate IV in Bookkeeping

Monarch Institute’s Certificate FNS40215 IV in Bookkeeping is Government accredited. It has National recognition under the Australian Qualifications Framework (AQF) meaning it can be used as a pathway to further Vocational Education & Training and a university qualification, nationwide.

Monarch Institute is licensed as a Registered Training Organisation (RTO number 22530) under the Australian Skills Quality Authority (ASQA), which is an Australian Government statutory body regulating nationally recognised training.



## Study anywhere and anytime you choose

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### Online/Self paced - maximum flexibility

- Start anytime, study anywhere, at your own pace
- Access your learning and assessment resources, plus student forums using an online portal. You can access this anywhere and anytime.
- Ongoing support from your qualified Trainer/ Assessor via phone and email from Monday to Friday.

### Face-to-face workshops - CBD training

- Course content delivered by industry experts
- Conducted in a 'small class room' environment (i.e restricted students to trainer ratio) to ensure quality training.
- Interact and network with other students under the guidance of industry professionals who "bring the course to life" and provide a "real world" perspective.
- Access to an online portal that contains your learning and assessment materials, plus student forums, to support your face-to-face workshops.
- Onsite training for group instruction at your office where requested (minimum numbers apply).

## Course duration

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Most students complete this qualification in 12 months to 24 months. Your completion time frame depends on your previous education, work experience, time availability, work rate and whether you are a government funded or fee-for-service student. Please note, if you are a Victorian government funded student you will be required to adhere to a structured program and the time frame for this course is 12 months. If you are a fee-for-service student you have greater flexibility and can complete the course within 24 months and you are expected to complete at least 1 module every 6 months.

We consistently receive feedback from our students telling us the course is very well structured and easy-to-follow. This helps you progress efficiently through the course materials.



## Our students come from a range of backgrounds

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- You might be a school leaver, uni student, graduate or someone who is changing careers. You may even want to build a career in related industries that work closely with bookkeepers.
- You might be an existing employee who wants to take the next step up in career advancement or a business owner who wants to take control of your own business finances.

## What are the entry requirements?

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There are no entry requirements for this qualification, just your drive, motivation and passion for the industry. People with disabilities are encouraged to apply.

## Why choose Monarch?

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- Dedicated support from qualified trainers
- Clear and concise course materials
- A student online portal that's easy to navigate
- Friendly and efficient student support team

## Assessments

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You are required to complete a variety of assessment tasks demonstrating your skills and knowledge.

These include:

- Multiple choice questions
- Short answer questions
- Simulated workplace exercises
- Scenario based questions
- Calculation exercises

## Course costs

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Monarch's courses are competitively priced. Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.

This training is delivered with Victorian and Commonwealth Government funding for eligible Victorian residents. Please contact Monarch to see if you're eligible.

## Consider upgrading to a dual qualification

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Upgrade to a dual qualification incorporating the FNS40615 Certificate IV in Accounting in addition to the FNS40215 the Certificate IV in Bookkeeping, and you will be only required to complete one additional unit of competency! That is because Monarch has designed both courses such that your units of competency are the same for the majority of the two courses. Call us if you want more information, or go to [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses)



## Jobs & career pathways once completing this qualification

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Successful completion of this course can lead to a variety of careers, including starting your own bookkeeping business which can offer great lifestyle benefits.

Other roles include becoming a certified bookkeeper (employee or business owner), working in accounts receivable and/or payable, becoming a financial officer or working in a procurement and office administration role.

This course is also a pathway to become a registered BAS agent (as an employee or business owner) subject to meeting the conditions set out by the Tax Practitioners Board. It is also suitable for any business owner looking to take control of their finances.

### Running your own Bookkeeping business

Significant job opportunities exist for bookkeepers in the 2 million plus small businesses in Australia requiring bookkeeping services on a weekly, fortnightly or monthly basis.

Small businesses often don't require full-time bookkeepers or accounts department employees because they are too small. However, they still need some sort of bookkeeping services provided on a part-time or contract basis. Many of these business owners are too busy or don't have the knowledge or skills to perform the work properly – a great career opportunity for a qualified bookkeeper who has completed the FNS40215 Certificate IV in Bookkeeping looking to work for themselves.

## Will my previous experience or study count?

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Monarch Institute recognises Recognition of Prior Learning (RPL) which takes into account the knowledge and skills you have already gained through your previous education and work history, attributing this to your FNS40215 Certificate IV in Bookkeeping. These may be through formal or informal training and can result in credits towards your qualification. We also offer Credit Transfer (CT). More information about RPL or CT is contained in Monarch's Student Information Guide, which you can access on our website <http://www.monarch.edu.au/student-info/>

## *Enrol today*

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Commence your FNS40215 Certificate IV in Bookkeeping with Monarch Institute today to successfully launch your career!



To discuss the course that's right for you call us on  
1300 738 955



To find out more information email us at  
[info@monarch.edu.au](mailto:info@monarch.edu.au)



To enrol, visit our website  
[www.monarch.edu.au](http://www.monarch.edu.au)