

FNS40615 *Certificate IV in* **Accounting**

Start today
1300 738 955



5 star education experience

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

*Education for
the real world*

An accounting qualification to *build the future you want*

To successfully launch your career in accounting, Monarch's FNS40615 Certificate IV in Accounting 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 FNS40615 Certificate IV in Accounting 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 FNS40615 Certificate IV in Accounting is nationally accredited by the Australian Government under the Australian Skills Quality Authority (ASQA).

What does the *Certificate IV* cover?

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



Course outline

| Code & Title | Core/Elective (Nominal Hours*) |
|--|--------------------------------|
| Module 1 | |
| 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) |
| Module 2 | |
| FNSACC404 Prepare financial statements for non-reporting entities | Core (60 Nominal Hours) |
| FNSACC401 Process business tax requirements | Elective (50 Nominal Hours) |
| Module 3 | |
| 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) |
| Module 4 | |
| FNSACC303 Perform financial calculations | Elective (30 Nominal Hours) |
| FNSACC402 Prepare operational budgets | Core (40 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 FNS40615 Certificate IV in Accounting

Monarch Institute’s FNS40615 Certificate IV in Accounting 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

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

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



- 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 accountants.
- 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.

Why choose Monarch?

- 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

What are the entry requirements?

There are no entry requirements, just your drive, motivation and passion for the industry.

Assessments

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

Consider upgrading to a dual qualification

Upgrade to a dual qualification incorporating the FNS40215 the Certificate IV in Bookkeeping in addition to the FNS40615 Certificate IV in Accounting and you will be only required to complete one additional unit of competency! That's 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

Course costs

Monarch Institute's courses are competitively priced. Check our website for the most up-to-date prices at 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.



Jobs & career pathways once completing this qualification

Successful completion of this course can lead to a variety of careers, including working as an accountant in a small, medium or large accounting practice or commercial business, working in a bank or financial services firm, or as a registered BAS agent (as an employee or business owner) subject to meeting the conditions set out by the Tax Practitioners Board.

Other roles include responsibility for the preparation of financial statements, tax returns and analysis of the financial health of any business (financial officers) including accounts receivable and/or payable, as well as roles responsible for procurement.

If you think about it, every Australian person that earns minimum income thresholds is required to lodge tax returns and maintain appropriate records,

as are small, medium and large businesses. Therefore, the provision of accounting services and tax advice is a growing area and Monarch's FNS40615 Certificate IV in Accounting equips you with the technical skills and knowledge to succeed in this exciting industry.

Will my previous experience or study count?

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 FNS40615 Certificate IV in Accounting. 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 www.monarch.edu.au/student-info/

Enrol today

Commence your FNS40615 Certificate IV in Accounting 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



To enrol, visit our website
www.monarch.edu.au