



MONARCH
INSTITUTE

FNS40615

Certificate IV in Accounting

and

FNS40215

Certificate IV in Bookkeeping

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Education for
the real world

RTO Code - 22530



NATIONALLY RECOGNISED
TRAINING

Launch your brand new career the right way

Monarch Institute is one of very few registered training organisations (RTOs) to offer the TPB (Tax Practitioners Board) approved courses required to become a registered BAS agent or a registered tax agent. Courses are delivered by skilled professionals, senior CPAs and chartered accountants, registered BAS agents and bookkeepers. They have decades of combined experience across an extensive range of industries.

The Dual Qualification: Certificate IV Accounting and Bookkeeping (FNS40215 and FNS40615) is a great choice if you want to keep your options open. You'll graduate with extra skills and knowledge that could help you stand out from single qualification grads in the competitive job market.

Study accounting and bookkeeping with us and you'll get practical training that makes use of industry leading software, like MYOB and Xero. It's all about making you job-ready from the moment you graduate.

What does the course cover?

- **Establishing solid foundations – accounting fundamentals**
- **Show me the money! Financial statements and taxation**
- **Big bucks for business – payroll, activity statements and computing**
- **Clever calculations and procedures – professional practices**

Key benefits

Learn MYOB or Xero

The course includes comprehensive software training resources, and access to the software of your choice while you're studying.

Nationally recognised

The course is nationally recognised under the Australian Qualifications Framework. This means you may be able to use it as a pathway to further education qualifications.

TPB approved course

This course meets Tax Practitioners Board education requirements for becoming a registered BAS agent.

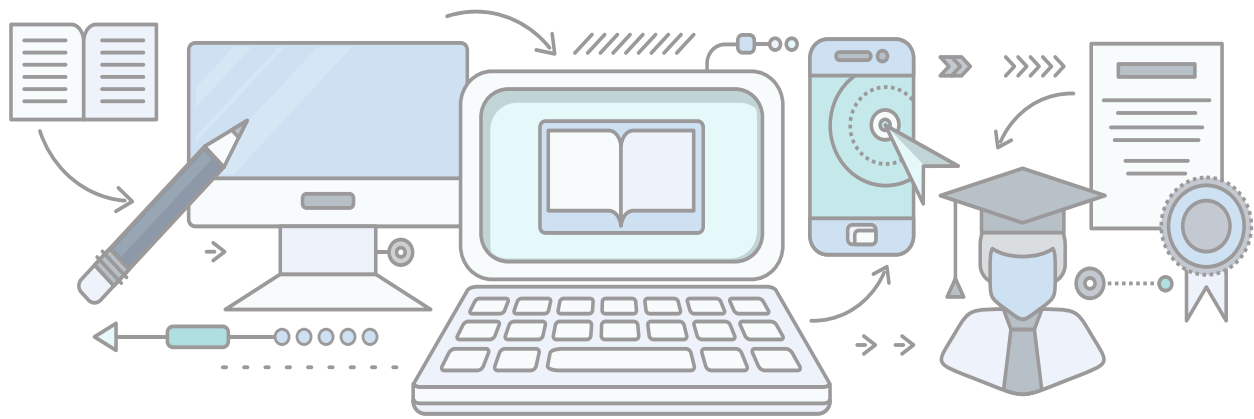
Government funding

If you live in Victoria or Queensland, you may be eligible for government funding. Get in touch with a course consultant to check your eligibility.

Free Membership: Institute Certified Bookkeepers (ICB)

Get a free student membership into the Institute of Certified Bookkeepers (ICB) when you enrol – save \$120! Membership gives you access to wide range of resources you can use to help kick off your career.





Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, ‘online’ doesn’t mean ‘alone’. You’ll be backed by our trainers at every step along the way. You’ll get:

- Easy-to-follow course materials
- Your choice of Xero or MYOB
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Skype, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered predominantly online. This means you’ll access your learning and assessment resources using an online portal plus textbooks. You can access the online portal anywhere and anytime.

You’ll need to study a total of 14 nationally recognised units, which are spread out over four modules.

We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you’re having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

What is the course duration?

Most students complete this qualification in 18 to 24 months. Your completion time frame depends on your previous education, work experience, time availability and work rate. You’re expected to complete at least one module every six months.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we’ll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch’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 students. Please check the eligibility requirements on our website, or get in touch to discuss your funding options.

Course modules

Module 1 /

Establishing solid foundations – accounting fundamentals

- How to apply accrual accounting principles
- Cash accounting
- Applying GST rules to transactions
- Depreciation methods and calculations
- Completion of general journal and special journal entries
- Posting journal entries to general ledger accounts
- Using subsidiary debtors and creditors accounts
- Completing bank reconciliations
- Preparing the trial balance
- Income Statements
- Balance Sheets
- Inventory accounting and valuation methods

Module 2 /

Show me the money! Financial statements and taxation

- Financial Reporting and the Regulatory Environment
- Incomplete Records & Correction of Errors
- Introduction to Cash Flows and Statements
- Management Reports & Analysis
- Partnerships
- Not-For-Profit Organisations
- Introduction to Business Taxation
- Income Tax business basics
- Fringe Benefits Tax
- Superannuation Guarantee
- Payroll taxes
- Stamp duty
- Land tax

Module 3 /

Big bucks for business – payroll, activity statements and computing

- Setting up the company file using MYOB or XERO
- Creating contacts
- Modifying the Chart of Accounts
- Recording day to day transactions – sales, purchases & journals
- Reconciling accounts – bank, stock, payables and receivables.
- Essential reporting – Trial Balance, Profit & Loss, Balance Sheet.
- Understanding payroll
- Payroll calculations
- Setting up payroll
- PAYG withholding tax
- Processing payroll Leave entitlements
- Maintaining the system
- Providing BAS Services
- PAYG and Instalment Activity Statements
- The Goods and Services Tax
- The Mechanics of GST and the BAS
- Methods for calculating GST Liability
- Luxury Car Tax
- Fuel Tax Credits
- Wine Equalisation Tax
- Fringe Benefits Tax
- Alternative GST & BAS accounting methods
- Completing the Business Activity Statement
- Activity statement lodgements and payments

Module 4 /

Clever calculations and procedures – professional practices

- Preparation of operating budgets
- Break even analysis and graphs
- Business calculations – percentages, interest, annuities, depreciation
- Percentage calculations for business interest
- The role of the bookkeeping profession
- Engaging with clients
- Letter of Engagement
- Client questionnaires
- Business types and their accounting
- Continuing Professional Education
- Understanding procedures and policies
- Defining the Financial Services Industry
- Sustainability Issues
- Managing Information
- Team work and time management
- Documentation and design
- Industry Legislation, Regulation and Codes of Practice
- Working with Company Policies and Procedures



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**Unrivalled support.
Delivered with care**



**Absolute flexibility.
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Jobs and career pathways

Looking for an industry that's both exciting and reliable in terms of new jobs growth? You've come to the right spot. When you've completed this course, you'll be able to use your new skills and qualifications in a variety of roles, including (but not limited to):

Key opportunities include:

- BAS Agent*
- Assistant
- Accountant
- Finance Officer
- Bookkeeping and small practice accounting
- Taxation officer
- Treasury officer
- Bookkeeper
- Accounts officer/clerk
- Payroll officer/clerk
- Accounts receivable credit/controller
- Financial controller (small to medium businesses)
- Procurement officer

* Subject to meeting TPB conditions

Keeping your options open

Why study a dual qualification in both accounting and bookkeeping? It's about keeping your options open. Although you'll cover similar topics and tasks, having both certificates means you can pursue more pathways for further study. Or work. Or both at the same time. Love numbers, but aren't sure where your career is going? The extra unit and the resulting extra qualification may enhance your skills and create appeal for employers.

Further requirements for becoming a registered BAS agent

Want to become a BAS agent? In addition to the qualification, you'll also need to:

Get 1,400 hours of work experience over four years. This can include previous work experience.

OR

Get 1,000 hours of work experience AND be a voting member of a recognised professional association (like the ICB).

Other conditions include:

- Must be 18+
- Must meet the fit and proper person criteria (i.e. no fraud offences)
- Must hold professional indemnity insurance

For full details, check out the TPB website.

Industry insights

Accounting



Employment/positions projection
16% growth to 2020



Earnings (Average full time earnings)
\$1,400 per week



Flexible career options
80.6% full time

Bookkeeping



Bookkeeping sector size
137,400 employed



National employment breakdown (top three)
32.5% (NSW), 23.3% (VIC), 21.2% (QLD)



Flexible career options
68.4% part time

Accounting and bookkeeping – two fast-growing industries

Australia's economy is moving from resources to services. In the next 20-30 years, we'll see a lot more people doing knowledge-based work, rather than physical labour. The skills that accountants use are transferrable between industries, all across Australia. That's part of why there are hundreds of accounting jobs advertised every month.

In other words, accounting is a particularly exciting field. And you're about to become part of it.

Sources: Joboutlook, General employment outlook, 2017

Labour market Information Portal, Employment projections, 2017



Why choose Monarch Institute?

**You need a different learning experience.
We're ready to deliver.**

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life.
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Assessment turnaround in 5-7 business days with comprehensive trainer feedback

Enrol today

Ready to get started? So are we! You can start the enrolment process right now, and be studying your dual qualification within days.



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



To find out more information email
info@monarch.edu.au



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

