

# Certificate IV in Accounting and Bookkeeping

COURSE CODE	FNS40222
LOCATIONS	Warrnambool
STUDY MODE	Full-time, Part-time, Online
Length	Full-time: 12 months
Commencement	February 2026
Timetable	One evening per week (Tuesdays 6pm – 9pm) via virtual classroom One day per week (Thursdays 9.30am – 2.30pm) via virtual classroom Plus 10 Saturday workshops (9.30am – 5pm) on campus or via virtual classroom

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Improve your career prospects, prepare for further studies or build on your existing bookkeeping skills and maximise your employment opportunities in this field.

During this course, you will gain skills and knowledge to prepare and lodge business and instalment activity statements and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. You will also develop skills in budgeting and forecasting, payroll, reporting and using accounting software.

Successful completion of this course satisfies the educational requirements for registration with the Tax Practitioners Board to be an approved Business Activity Statement (BAS), Agent. Please note other conditions apply including a designated period of experience.

Completion of this course also meets the entry requirements for the [Diploma of Accounting](#).

### What will I Learn?

You will learn the skills and knowledge required for different jobs within the financial services industry in Australia including:

- budgets and forecasts
- financial performance
- cloud computing
- computerised accounting systems
- payroll
- financial reports
- professional practice

### Mode of delivery

Two evenings per week (Tuesday & Thursday, 6pm – 9pm) via virtual classroom  
One Saturday per month via virtual classroom

**\*Virtual classroom** - a live online teaching and learning environment where teachers and students can present course materials, engage and interact with one another, and work in groups together.

## Course Outcomes and Career Opportunities

Upon completion of this course, you will be equipped with the skills and knowledge to undertake a range of professional bookkeeping or accounting roles in financial and other industries including:

- Accounts Payable Officer
- Accounts Receivable Officer
- Bookkeeper
- Payroll officer

You will also be eligible to apply to the Tax Practitioners Board to be an approved Business Activity Statement (BAS), Agent. Other conditions may apply including a designated period of experience.

## Pathways

Upon successful completion of this course, you may continue further study in the [Diploma of Accounting](#). Completion of this course meets the entry requirements for the Diploma of Accounting.

You may also choose to continue further study at Bachelor level in the business or commerce study areas.

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Entrance requirements & pre-requisites

You must undertake an interview with the teaching department and complete an entrance questionnaire after applying to be considered for this course.

### Course requirements

To be eligible for this qualification you must successfully complete 13 units: 8 core and 5 elective units

You are required to provide your own device to use in class that is compatible with the accounting software. You can chat with the course coordinator about the device at your interview.

## Units offered

### Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
FNSACC412	Prepare operational budgets	40	\$0.00
FNSACC414	Prepare financial statements for non-reporting entities	60	\$0.00
BSBTEC302	Design and produce spreadsheets	35	\$0.00

FNSACC321	Process financial transactions and extract interim reports	60	\$0.00
FNSACC322	Administer subsidiary accounts and ledgers	40	\$0.00
FNSACC418	Work effectively in the accounting and bookkeeping industry	40	\$0.00
FNSACC421	Prepare financial reports	50	\$0.00
FNSACC426	Set up and operate computerised accounting systems	80	\$0.00
FNSTPB411	Complete business activity and instalment activity statements	50	\$0.00
FNSTPB412	Establish and maintain payroll systems	45	\$0.00

### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
FNSACC313	Perform financial calculations	30	\$0.00
BSBTEC402	Design and produce complex spreadsheets	50	\$0.00
BSBPEF501	Manage personal and professional development	60	\$0.00

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

## Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.  
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.  
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.  
[Find out more about Free TAFE](#)  
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

### FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$6,080.00
Concession rate	\$1,220.00
Full fee rate (if not eligible for govt subsidy)	\$9,655.00

  

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$509.25

## Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## Next Steps

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## How to apply

There are [five simple steps to apply for a course](#) with us.

1. Apply - complete a [short online application form](#). Once this form is submitted we'll send you a thank-you email.
2. Literacy and Numeracy Assessment - we will assess whether you need to undertake a Language, Literacy and Numeracy (LLN) assessment and email it to you if required.  
If you are not required to undertake this assessment, you will skip to step 3.
3. Chat to our team - your teacher or course specialist will contact you to discuss the course in more detail and ensure the right units of study are selected for you.
4. Enrol – you will be sent an email to accept your offer for the course. By accepting, you will be directed to verify your details and submit your enrolment for processing.
5. Pay - once we've completed your enrolment, we will send you an invoice to arrange [payment of your course fees](#).

If you need any assistance with applying, [contact our team](#) on 1300 648 911 or visit your nearest campus.

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).