|  |  |  |
| --- | --- | --- |
| cert iv account.jpg | **Future College**RTO # ------- CRICOS # --------Level 8, 8-24 Kippax Street, SURRY HILLS NSW 2010Phone No: +61 2 8957 5857Email: admin@fc.edu.auWebsite [www.fc.edu.au](https://ausne.com.au) | The above logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualification Framework (AQF) or Statements of Attainment.**C:\Users\Ray\Pictures\Armageddon\nrt_files\image00222.jpg** |
| **FNS40217 Certificate IV in Accounting & Bookkeeping** |
| BSBFIN401 | Report on financial activity | Core |
| BSBTEC404 | Use digital technologies to collaborate in a work environment | Core |
| FNSACC311 | Process financial transactions and extract interim reports | Core |
| FNSACC312 | Administer subsidiary accounts and ledgers | Core |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry | Core |
| FNSACC416 | Set up and operate a computerised accounting system | Core |
| FNSTPB401 | Complete business activity and instalment activity statements | Core |
| FNSTPB402 | Establish and maintain payroll systems | Core |
| BSBTEC301 | Design and produce business documents | Elective |
| BSBTEC402 | Design and produce complex spreadsheets | Elective |
| FNSACC405 | Maintain inventory records | Elective |
| FNSACC412 | Prepare operational budgets  | Elective |
| FNSACC413 | Make decisions in a legal context  | Elective |
| **Entry Requirements** | Enrolment of participants will be subject to the following requirements:* Be at least 18 years of age
* Have completed the equivalent of Year 12 and/or equivalent or
* Have workplace experience of at least a minimum of six months in the industry in relevant roles The experience must be evidenced via a reference letter which will be verified by Future College prior to being offered a place.
* Language Literacy & Numeracy competence must be demonstrated prior to commencement of studies. If a student is found not to have the required level of LLN, they will be referred to undertake English language courses and literacy and numeracy support before they can commence their course.
* Have an IELTS score of 5.5 or equivalent\* (test results must be no more than 2 years old) – overseas students only.

Overseas All students will be required to sit for an Internal English Test to validate current levels.All College programs will be delivered in English.  |
| **Outcome** | This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly. |
| **Education & Migration Agents** | Future College uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website [www.fc.edu.au](https://ausne.com.au). If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or admin@fc.edu.au. |
| For latest and updated information **PLEASE** refer to college website [www.fc.edu.au](https://ausne.com.au) |
| **Course Information** |
| **Introduction**There are no specific entry requirements for this program, and it is targeted for international students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training. Several units of competency require the use of a computer**. You are requested to supply your own computer device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.**If this is not possible, a student will be supplied, by the College, a laptop computer, purchased for them but the material fee will increase by $500.00. The new, supplied computer will become the property and responsibility of the student. No maintenance responsibility will be accepted by the College.As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. |
| This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework. |
| **Duration and Conduct** | The training program will be a maximum of 40 weeks plus 12 weeks of breaks as programmed recreation and provision for intervention strategies including two (2) weeks after the completion of the proposed academic program for late submissions and completion of intervention strategies. There are limits to how many students can access a program at any one time; institution based will be limited to 25 students. A student will be offered the entire 13 UOC prior to exit or a component of a qualification dependent on their enrolment requests |
| **Tuition Fee** | $8,000.00 | **Total Course Fee** | Own Computer | **$8,550.00** |
| **Material Fee** | $250.00 – for computer usage and utility fees.  | College Supplied Computer | **$9,050.00** |
| **Payment schedule (Due at the commencement of each semester)** | **The first payment must include the appropriate Enrolment and Material fee** | **1st** | **2nd** |
| $4,550.00 (plus computer?) | $4,000.00 |
| **Tuition Fee Payment**  | Future College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: * Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;
* Future College cannot require students to pay more than 50% of their tuition fees before they start the course;

A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document. |
| **Enrolment Fee** | $300.00 – Non-refundable. Not included in tuition fee. |
| **Digital Device** | All units of competency require the use of a computer**. You are requested to supply your own computer device such as a laptop, notebook or pad that is capable of Internet / Wi-Fi connectivity and loaded with the Microsoft suite of programs (or compatible).** If this is not possible, a non-returnable laptop can be purchased by the College for an additional fee of $500. The new, supplied computer will become the property and responsibility of the student. No maintenance responsibility will be accepted by the College. |
| **Certification** | All assessments must be completed successfully for the issue of a certificate for FNS40217 Certificate IV in Accounting & Bookkeeping. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued. |
| **Assessment**Future College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.**Course Conduct**A students’ program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 13UOC over an academic instruction period of 40 study weeks with a four (4) recreational breaks to total 52 weeks. The delivery method that will be available is face to face institution based with an online component. A two (2) week additional period is made available, at the end of the scheduled academic program, for the submission of any approved outstanding assessments and any re assessment. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. The scheduled breaks during the year will also be used for the application of intervention methods for affected student’s and a term break for others; there is a programmed extended break during December/January. **Recognition of Prior Learning (RPL)**- is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Future College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Future College promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Future College.**Attendance Requirement**To maintain satisfactory course progress for 40 weeks of the course duration, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.**Assessment**Where a student fails one (1) or more assessment methods within a single UOC, they are to be re-assessed once, free of charge, and this must be completed within the immediate operational term or as soon as possible following that term, as per Future College’s re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for re assessment, with the provision, that they must be charged a fee for each opportunity within the immediate following term or as soon as possible following that term. **Campus Location** |
| Level 8, 8 – 24 Kippax Street, Surry Hills, NSW, AUSTRALIA 2010Email: admin@fc.edu.au Website [www.fc.edu.au](https://ausne.com.au) |
| Ver 3.0 23.3.2022 |