



Course Pre-Enrolment Guide

Training Area:
Business and Finance

Training Product:
**FNS40222 Certificate IV
in Accounting and
Bookkeeping (Face to
Face, Local Classroom)
Geraldton**



Your Future. **Your Choice.** **Your TAFE.**

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

FNS40222 Certificate IV in Accounting and Bookkeeping

Release number	2
Required number of units for course completion	<p>Total number of units = 13</p> <p>10 core units plus</p> <p>3 elective units, of which:</p> <p>at least 2 must be from the elective units listed below</p> <p>up to 1 may be from this qualification or any currently endorsed Certificate III or above training package qualification or accredited course.</p> <p>Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.</p> <p>To access the full list of units click on the link.</p> <p>https://training.gov.au/Training/Details/FNS40222/qualdetails</p> <p>Please see the table at the end of this document for the units offered in this qualification.</p>
Duration	12 months
Location	Geraldton
Delivery mode	Face to Face – Onsite at Local Classroom (LC)

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

These are the essential skills and knowledge that you would need to study and work in this field. Consider if you might face any challenges in meeting the course expectations and requirements.

Working in an accounting and bookkeeping environment

- Be able to work independently and with others in a shared office setting.
- Be able to read and understand a range of workplace documents
- Be confident with numbers and calculations
- Have good time management, organising and record keeping skills
- Be able to develop good problem-solving skills
- Interpret complex instructions and complete tasks to industry standard with accuracy and within set timeframes.

Communication skills

- Be able to communicate fluently in English, verbally and in writing with a range of different people.
- Develop confidence to interact respectfully and professionally with others.

Technology requirements

- You **MUST** have access to a computer and reliable internet service.
- Have good computer skills including the ability to develop your skills in the use of software applications

Study commitment

- Be able to dedicate approximately 15 hours per week for study and assessment activities.
- Be willing to participate in regular lecturer mentoring sessions.

Review of knowledge and skills

If you feel you may experience significant challenges in meeting the requirements listed above this may indicate that the course is not the best fit for you at this time and another learning pathway could better support your learning needs.

The Student Business Systems team can discuss alternative options to help you choose the most suitable pathway.

Course Description and Pathways

Course Description

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (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, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a 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 as a BAS agent. Other requirements 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.

Further details can be found on our website [here](#).

Course Pathways

On successful completion of the course, you may:

- Be eligible for employment in the financial services industry
- Wish to undertake further study such as Diploma level qualifications in this area.

National Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Pre-enrolment Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Review of language, literacy, numeracy and digital literacy (LLND)

You are required to participate in an **informal interview (in person or over the phone)** with the course lecturer. The course lecturer will review the information you provide during the interview to determine whether you have the literacy, numeracy and digital literacy (LLND) skills needed for this course.

To prepare yourself for the interview you may wish to think of the following:

Examples of your **reading skills** that may include:

- Emails
- Instructions
- Workplace documents

Examples of your **writing and language skills** that may include:

- Emails that you have written
- Forms that you completed

Examples of your **maths skills** that may include:

- How you calculate your household budget
- How you interpret your bank statement

Examples of your **digital skills** that may include:

- A spreadsheet you created in Excel
- Online banking
- Completing and submitting your tax return

Following the interview, you may be required to complete the online **LLN Robot Quiz** and the **Course Ready Quiz**.

What happens after your LLND review

After the LLND review, the lecturer will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

The table below provides details of the resources required for the course, what Central Regional TAFE (CR TAFE) will provide and what you will need to purchase.

No.	Units of competency	Resources	You must purchase	Supplied by CR TAFE
1.	FNSACC321 Process financial transactions and extract interim reports	Introductory Accounting - Andrew Duncan	✓	
2.	FNSACC322 Administer subsidiary accounts and ledgers	Introductory Accounting - Andrew Duncan	✓	
3.	FNSACC323 Perform financial calculations			✓
4.	FNSACC421 Prepare financial reports	Officelink Learning	✓	
5.	FNSTPB411 Complete business activity and instalment activity statements	Officelink Learning	✓	
6.	FNSTPB412 Establish and maintain payroll systems	Officelink Learning	✓	
7.	FNSACC426 Set up and operate a computerised accounting system	Officelink Learning	✓	
8.	FNSACC418 Work effectively in the accounting and bookkeeping industry	Officelink Learning	✓	
9.	FNSACC412 Prepare operational budgets	Officelink Learning	✓	
10.	FNSACC414 Prepare financial statements for non-reporting entities	Officelink Learning	✓	
11.	BSBTEC302 Design and produce spreadsheets			✓
12.	BSBESB403 Plan finances for new business ventures			✓
13.	BSBWRT311 Write simple documents			✓

Central Regional TAFE will also provide the following resources for you to participate in this program:

- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe
- Industry specific software

- MYOB Business Pro – Education version
- Blackboard Learn
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to onsite Cyber Centre (computers and printer)

Note: Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment.

Students must provide:

You will need access to:

- A computer/laptop
- Reliable internet connection
- You will need to use the weblink provided by the lecturer to purchase an electronic version of the textbook from Officelink (at your own expense) directly from the publisher.

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required. You can also access Study Tips for Students [here](#).

Delivery Mode

This course is offered face to face, over 4 terms (approximately 40 weeks). The normal delivery days are Wednesdays and Fridays from 9am to 3pm but can be subject to change. Any changes to class times will be discussed with you, and you will be informed in advance. Student attendance is recorded.

By attending classes, you will be able to get support as required from the lecturer. It also gives you the opportunity to ask questions and get timely feedback to progress with your study.

You will be given log in access to the online learning management (Blackboard) on enrolment. In self-paced external study, you can log in anytime and work through the course materials online at a speed that suits you. The Blackboard system gives you access to everything you need. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.

Note: For face to face students, assessments are due two weeks after the last delivery day.

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)

- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Lecturer Contact Details

Margaret Devine
Lecturer Accounting and Bookkeeping
Central Regional TAFE
175 Fitzgerald Street, GERALDTON, WA 6530
T: 08 99562866
E: Margaret.Devine@crtafe.wa.edu.au

Availability: Tuesday 8:30am to 4:30pm Wednesday to Friday 8:30pm to 3pm

Building: B Block Room B004

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download from our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Training Methods

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Term 1	BSBTEC302	Design and produce spreadsheets [OCE02]	11.00			15.00		26.00	8.00	Face To Face	Core	
	FNSACC321	Process financial transactions and extract interim reports [OEB96]	40.00			20.00		60.00	14.00	Face To Face	Core	
	FNSACC322	Administer subsidiary accounts and ledgers [OED00]	28.00			12.00		40.00	14.00	Face To Face	Core	
	FNSACC323	Perform financial calculations [OEC99]	20.00			10.00		30.00	8.00	Face To Face	Elective	
Term 2	FNSACC418	Work effectively in the accounting and bookkeeping industry [OEC82]	22.00			30.00		52.00	10.00	Face To Face	Core	
	FNSACC426	Set up and operate computerised accounting systems [OEB92]	33.00			35.00		68.00	10.00	Face To Face	Core	
	BSBWRT311	Write simple documents [OCD71]	11.00			15.00		26.00	5.00	Face To Face	Elective	
Term 2 & 3	FNSACC414	Prepare financial statements for non-reporting entities [BBH71]	33.00			35.00		68.00	10.00	Face To Face	Core	
	FNSACC421	Prepare financial reports [OED08]	33.00			12.00		45.00	10.00	Face To Face	Core	
Term 3	FNSACC412	Prepare operational budgets [BBH83]	33.00			7.00		40.00	10.00	Face To Face	Core	
	FNSTPB412	Establish and maintain payroll systems [OEC85]	44.00			6.00		50.00	16.00	Face To Face	Core	
	BSBESB403	Plan finances for new business ventures [OCD82]	33.00			17.00		50.00	8.00	Face To Face	Elective	
Term 4	FNSTPB411	Complete business activity and instalment activity statements [OEB76]	55.00			5.00		60.00	15.00	Face To Face	Core	
Total			396.00	0.00	0.00	219.00	0.00	615.00	138.00			

Assessment Methods

For this course, assessments may include knowledge questions, observations, projects and portfolio. The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.



**Central
Regional**

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centralregionaltafe.wa.edu.au



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