hello there, our dream is to help you make great happen

get a career you can count on

Every business needs someone to take care of the finances. This qualification prepares you for this role as an employee or a bookkeeper who performs duties such as establishing and maintaining accounting systems, assisting with Business Activity Statements (BAS) and payroll, accounts receivable and accounts payable.

Balance your career and the books with TAFE Queensland East Coast. Start your career in bookkeeping today!

Changes to the bookkeeping industry make this a highly regarded qualification in an area with excellent employment opportunities.

...more online

Overview

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Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Maroochydore</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafeeastcoast.edu.au/course/9321

Entry requirements

Course Entry Requirements

There are no formal entry requirements for

...more online

Resources required

Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this

...more online

Costs

What are my payment options?

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 188. We’re here to help.

...more online

$ FULL FEE | $4,250
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

$ SUBSIDISED | $2,649.40
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

$ CONCESSION | $2,169.70
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability.

Accurate as at 31 July 2017. For the latest information see:
tafeeastcoast.edu.au/course/9321

RTO 0275
CRICOS 03020E

industry endorsed university pathways payment options student satisfaction

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OVERVIEW

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If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info:
Learn more about University Pathways

Our pathway partners include:

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**Outcome**
FNS40215 Certificate IV in Bookkeeping

**University pathways**
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**Units**

To achieve this qualification you will need to complete:
Core Competencies: 8
Elective Competencies: 7

**Cluster**

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Elective Competencies</th>
<th>Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSBKG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC405</td>
<td>Maintain inventory records</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBKG405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBKG401</td>
<td>Develop and implement policies and procedures relevant to bookkeeping activities</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Disclaimer**
Not all electives available at all campuses

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**Job prospects**
- Accounts Clerk
- Accounts Clerk/Bookkeeper
- Payroll Clerk
- Bookkeeper

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**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**
Enrol today to secure your spot in this course.

**HOW TO ENROL**

Enrol now
You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:

**Enrolment options**

By telephone: 1300 656 188.
In person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

**Recognition of prior learning**
Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:

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RTO 0275
CRICOS 03020E
Accurate as at 31 July 2017. For the latest information see:
tafeeastcoast.edu.au/course/3321