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.

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### Course Details

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Mooloolaba</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](https://tafeeastcoast.edu.au/course/9321)

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#### 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.

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**FULL FEE | $4,335**

This is the total cost of the course.

**Got a question?**

Enquire about your full fee study options

**SUBSIDISED | $2,670**

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 | $2,170**

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.

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### Outcome

**FNS40215 Certificate IV in Bookkeeping**

**University pathways**

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.

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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

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Accurate as at 16 February 2018. For the latest information see: [tafeeastcoast.edu.au/course/9321](https://tafeeastcoast.edu.au/course/9321)

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RTO 0275
CRICOS 03020E
Units
To achieve this qualification you will need to complete:
Core Competencies: 6
Elective Competencies: 7

Cluster
FNSACC301  Process financial transactions and extract interim reports  Elective
FNSACC302  Administer subsidiary accounts and ledgers  Elective
BSBWR301  Write simple documents  Elective
BSBITU306  Design and produce business documents  Core
FNSACC406  Set up and operate a computerised accounting system  Elective
FNSBKG404  Carry out business activity and instalment activity statement tasks  Core
FNSACC405  Maintain inventory records  Core
FNSACC303  Perform financial calculations  Elective
BSBFIN401  Prepare financial reports  Core
FNSBKG405  Establish and maintain a payroll system  Core
FNSBKG401  Develop and implement policies and procedures relevant to bookkeeping activities  Core
FNSINC401  Apply principles of professional practice to work in the financial services industry  Elective
BSBITU402  Develop and use complex spreadsheets  Elective

Disclaimer
Not all electives available at all campuses.

Accurate as at 16 February 2018. For the latest information see:
tafeeastcoast.edu.au/course/9321

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:
tafeeastcoast.edu.au/study-with-us/enrolment-fees/enrol

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:
tafeeastcoast.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen
Connect with TAFE on Facebook