

FNS40222 CERTIFICATE IV ACCOUNTING AND BOOKKEEPING

Workplace Traineeship Training Schedule 2022/2023

Saturday – ECU Business Innovation Station, Joondalup

Duration 3-18 months (flexible/self paced)

Mode of Delivery Face to Face/Workplace visits

Venue ECU Business and Innovation Centre Joondalup

Resources Needed Computer access, USB, Notebook,

Times Saturday 9am to 1.00pm

Pens, Folder

This Certificate IV Course is suited to those looking to further their skills, knowledge and potential career prospects. It will help employees who are engaged in tasks related to accounting, bookkeeping and office management as well as those seeking to obtain BAS Agent registration.

The Certificate IV Accounting and bookkeeping course includes 13 units (10 core units and 3 electives) which are delivered every Wednesday during school terms between the hours of 9 to 3pm. Austraining WA has designed their program to allow for students to enrol for an 18 month period during which the course units will be delivered on a rolling basis in 4 complete cycles - providing students with ample opportunity to complete units at their own pace.

COURSE NUMBER S2223			
Note: Course can be completed on a weekly basis or at a flexible self-paced mode of delivery if preferred. Workplace Trainees may also attend the Cert IV course on a Saturday - at ECU Joondalup Business station			
Week	Saturday	UNIT/S	Location
		Course commencement	
1	1/10/2022	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 1
2	8/10/2022	BSBTEC302 Design and produce spreadsheets	
3	15/10/2022	FNSACC426 Set up and operate a computerised accounting system	
4	22/10/2022	FNSACC321 Process financial transactions and extract interim reports	
5	29/10/2022	FNSACC322 Administer subsidiary accounts and ledgers	
6	5/11/2022	FNSACC405 Maintain inventory records	
7	12/11/2022	FNSTPB412 Establish and maintain payroll systems	
8	19/11/2022	FNSACC421 Prepare financial reports	
9	26/11/2022	FNSACC411 Process business tax requirements	
10	3/12/2022	FNSTPB411 Complete business activity and instalment activity statements	
11	10/12/2022	FNSACC412 Prepare operational Budgets	
12	17/12/2022	FNSACC414 Financial reporting for non-reporting entities	
13		BSBESB406 Establish operational strategies and procedures for new business ventures (unit can be completed online over the holidays with support if arranged in advance with Training Manager)	
End of Course Cycle – Christmas break			
1	4/02/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 2
2	11/02/2023	BSBTEC302 Design and produce spreadsheets	
3	18/02/2023	FNSACC426 Set up and operate a computerised accounting system	
4	25/02/2023	FNSACC321 Process financial transactions and extract interim reports	
5	4/03/2023	FNSACC322 Administer subsidiary accounts and ledgers	
6	11/03/2023	FNSACC405 Maintain inventory records	
7	18/03/2023	FNSTPB412 Establish and maintain payroll systems	
8	25/03/2023	FNSACC421 Prepare financial reports	
9	1/04/2023	FNSACC411 Process business tax requirements	
10	8/04/2023	FNSTPB411 Complete business activity and instalment activity statements	
	15/04/2023	School holiday break	
	22/04/2023		

11	29/04/2023	FNSACC412 Prepare operational Budgets	
12	6/05/2023	FNSACC414 Financial reporting for non-reporting entities	
13	13/05/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
	20/05/2023	End of course cycle review and assessment catchup	
1	27/05/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 3
2	3/06/2023	BSBTEC302 Design and produce spreadsheets	
3	10/06/2023	FNSACC426 Set up and operate a computerised accounting system	
4	17/06/2023	FNSACC321 Process financial transactions and extract interim reports	
5	24/06/2023	FNSACC322 Administer subsidiary accounts and ledgers	
	1/07/2023	School Holiday Break	
	8/07/2023		
6	15/07/2023	FNSACC405 Maintain inventory records	
7	22/07/2023	FNSTPB412 Establish and maintain payroll systems	
8	29/07/2023	FNSACC421 Prepare financial reports	
9	5/08/2023	FNSACC411 Process business tax requirements	
10	12/08/2023	FNSTPB411 Complete business activity and instalment activity statements	
11	19/08/2023	FNSACC412 Prepare operational Budgets	
12	26/08/2023	FNSACC414 Financial reporting for non-reporting entities	
13	2/09/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
1	9/09/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 4
2	16/09/2023	BSBTEC302 Design and produce spreadsheets	
	23/09/2023	School Holiday Break	
	30/09/2023		
3	7/10/2023	FNSACC426 Set up and operate a computerised accounting system	
4	14/10/2023	FNSACC321 Process financial transactions and extract interim reports	
5	21/10/2023	FNSACC322 Administer subsidiary accounts and ledgers	
6	28/10/2023	FNSACC405 Maintain inventory records	
7	4/11/2023	FNSTPB412 Establish and maintain payroll systems	
8	11/11/2023	FNSACC421 Prepare financial reports	
9	18/11/2023	FNSACC411 Process business tax requirements	
10	25/11/2023	FNSTPB411 Complete business activity and instalment activity statements	
11	2/12/2023	FNSACC412 Prepare operational Budgets	
12	9/12/2023	FNSACC414 Financial reporting for non-reporting entities	
13	16/12/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
End of Course Cycle – Christmas break – new course cycle commences February 3, 2024			

To Enrol in this course:

Email: admin@austrainingwa.com.au to request an enrolment form or further information.

Online: Visit our website at www.austrainingwa.com.au, click on our **ENROL NOW** Link, **Select the option for “CIV SAT ECUBIC”**

Telephone: (08) 9243 0681 or 0424510821 if you have any enquiries.