

FNS40222 CERTIFICATE IV ACCOUNTING AND BOOKKEEPING

Workplace Traineeship Training Schedule 2022/2023

Wednesday – 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 Wednesday 9am to 3.00pm

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 W2223			
Note: Course can be completed on a weekly basis or at a flexible self-paced mode of delivery if preferred.			
Trainees may also attend the Cert IV course On a Wednesday or Saturday - at ECU Joondalup Business station			
Week	Wednesday	UNIT/S	Location
		Course commencement	
1	21/09/2022	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 1
2	28/09/2022	BSBTEC302 Design and produce spreadsheets	
3	5/10/2022	FNSACC426 Set up and operate a computerised accounting system	
4	12/10/2022	FNSACC321 Process financial transactions and extract interim reports	
5	19/10/2022	FNSACC322 Administer subsidiary accounts and ledgers	
6	26/10/2022	FNSACC405 Maintain inventory records	
7	2/11/2022	FNSTPB412 Establish and maintain payroll systems	
8	9/11/2022	FNSACC421 Prepare financial reports	
9	16/11/2022	FNSACC411 Process business tax requirements	
10	23/11/2022	FNSTPB411 Complete business activity and instalment activity statements	
11	30/11/2022	FNSACC412 Prepare operational Budgets	
12	7/12/2022	FNSACC414 Financial reporting for non-reporting entities	
13	14/12/2022	BSBESB406 Establish operational strategies and procedures for new business ventures	
End of Course Cycle – Christmas break			
1	1/02/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 2
2	8/02/2023	BSBTEC302 Design and produce spreadsheets	
3	15/02/2023	FNSACC426 Set up and operate a computerised accounting system	
4	22/02/2023	FNSACC321 Process financial transactions and extract interim reports	
5	01/03/2023	FNSACC322 Administer subsidiary accounts and ledgers	
6	8/03/2023	FNSACC405 Maintain inventory records	
7	15/03/2023	FNSTPB412 Establish and maintain payroll systems	
8	22/03/2023	FNSACC421 Prepare financial reports	
9	29/03/2023	FNSACC411 Process business tax requirements	
10	5/04/2023	FNSTPB411 Complete business activity and instalment activity statements	
	12/04/2023	School holiday break	
	19/04/2023		
11	26/04/2023	FNSACC412 Prepare operational Budgets	

12	3/05/2023	FNSACC414 Financial reporting for non-reporting entities	
13	10/05/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
	17/05/2023	End of course cycle review and assessment catchup	
1	24/05/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 3
2	31/05/2023	BSBTEC302 Design and produce spreadsheets	
3	7/06/2023	FNSACC426 Set up and operate a computerised accounting system	
4	14/06/2023	FNSACC321 Process financial transactions and extract interim reports	
5	21/06/2023	FNSACC322 Administer subsidiary accounts and ledgers	
6	28/06/2023	FNSACC405 Maintain inventory records	
	5/07/2023	School Holiday Break	
	12/07/2023		
7	19/07/2023	FNSTPB412 Establish and maintain payroll systems	
8	26/07/2023	FNSACC421 Prepare financial reports	
9	2/08/2023	FNSACC411 Process business tax requirements	
10	9/08/2023	FNSTPB411 Complete business activity and instalment activity statements	
11	16/08/2023	FNSACC412 Prepare operational Budgets	
12	23/08/2023	FNSACC414 Financial reporting for non-reporting entities	
13	30/08/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
1	6/09/2023	FNSACC418 Work effectively in the accounting and bookkeeping industry	Cycle 4
2	13/09/2023	BSBTEC302 Design and produce spreadsheets	
3	20/09/2023	FNSACC426 Set up and operate a computerised accounting system	
	27/09/2023	School Holiday Break	
	4/10/2023		
4	11/10/2023	FNSACC321 Process financial transactions and extract interim reports	
5	18/10/2023	FNSACC322 Administer subsidiary accounts and ledgers	
6	25/10/2023	FNSACC405 Maintain inventory records	
7	01/11/2023	FNSTPB412 Establish and maintain payroll systems	
8	8/11/2023	FNSACC421 Prepare financial reports	
9	15/11/2023	FNSACC411 Process business tax requirements	
10	22/11/2023	FNSTPB411 Complete business activity and instalment activity statements	
11	29/11/2023	FNSACC412 Prepare operational Budgets	
12	6/12/2023	FNSACC414 Financial reporting for non-reporting entities	
13	13/12/2023	BSBESB406 Establish operational strategies and procedures for new business ventures	
End of Course Cycle – Christmas break – new course cycle commences February 7, 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 Weds ECUBIC”**

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