

FNS40604 Certificate IV in Financial Services (Accounting)



Your Course Guide

FNS40604 Certificate IV in Financial Services (Accounting)

Australian Salesmasters Training Company (RTO #6854)

Address: Suite 317, 30-40 Harcourt Parade, Rosebery NSW 2018
PO Box 638, Rosebery NSW 1445

Phone: 02 9700 9333 **Int:** 612 9700 9333 **Fax:** 02 9700 8988

Email: kathy@thesalesmasters.com

Website: www.thesalesmasters.com



The Certificate IV in Financial Services (Accounting) is designed to reflect the role of employees who perform duties such as:

- Completing Business Activity Statements (BAS) and other office taxes
- Operational reporting
- Producing of basic management reports
- Producing basic job costing reports
- Preparing budgets

This course is designed for employees who specialise in accounting duties such as:

- Assistant Accountants
- Senior Bookkeepers
- Trainee Accountants
- Office Managers

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The course provides participants with a working knowledge of the financial sector. It is designed to improve their value to the organisation. When you have completed this course, you will be able to:

- Complete Business Activity Statements (BAS) and other office taxes
- Perform operational reporting
- Produce basic management reports
- Produce basic job costing reports
- Prepare budgets
- Supervise the operation of computer based systems
- Classify, record and report of accounting information
- Maintain inventory records
- Manage a small office
- Make decisions in a legal context
- Add to this the value of a nationally recognised qualification and this is your best way for career advancement.

EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

• Communication

- compiling data and preparing financial statements and ad hoc reports
- developing and writing reports to specifications
- discussing and negotiating with stakeholders when preparing budgets
- liaising, listening and consulting
- preparing and presenting routine correspondence in appropriate electronic format
- using effective telephone techniques and having the ability to negotiate resolutions with clients and colleagues

• Teamwork

- contributing with others to implement policies and procedures
- referring matters to nominated person as required
- working with others to gather information and to develop budgets

(Continued Page 3)

HOW LONG DOES THE COURSE TAKE?

Face to face:

Courses are conducted either in house or at a convenient location by our highly regarded and skilled facilitators. All courses are customised to your learning needs and compliant with AQTF timelines. Completion durations are flexible.

Distance Learning:

This is the flexible way to gain your desired qualification in your own time at your own speed.

Online:

As with distance learning, you are in control of your learning schedule. The more time you devote to it, the quicker you get your desired qualification.

HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track with RCC (Recognition of Current Competencies)
- RPL (Recognition of Prior Learning)

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)

EMPLOYABILITY SKILLS CONT.

- **Problem Solving**

- applying estimating, forecasting and analysis skills
- checking the accuracy of calculations
- determining security protocols
- identifying OHS hazards and risk control
- solving discrepancies

- **Initiative and Enterprise**

- applying learning about ergonomic activities to develop improved processes
- applying referral skills
- designing reports to effectively present workplace information
- referring non-routine problems to a nominated person

- **Planning and Organising**

- establishing and maintaining an accounting system

- maintaining accounting records for compliance purposes
- maintaining systems, records and reporting procedures
- processing accounting data and preparing reports
- researching and managing data collection and testing

- **Self Management**

- adapting to change in technology and work practices
- identifying and acting upon professional development opportunities
- understanding and acting upon compliance matters
- working ethically and complying with industry Professional Code of Practice and legislative requirements
- working within own defined work role

- **Learning**

- developing and maintaining personal competence
- maintaining knowledge of relevant legislation and industry Codes of Practice
- using online help for self learning purposes

- **Technology**

- adapting to change in technology and working within ergonomic guidelines
- using technology to assist the management of information and to establish and operate systems
- using word processing, spreadsheet and database skills to produce workplace documents and reports

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

COURSE STRUCTURE

You are required to complete 13 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
FNSICIND401B (Core)	Apply principles of professional practice to work in the financial services industry	This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
FNSICGEN301B (Core)	Communicate in the workplace	This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
FNSICGEN302B (Core)	Use technology in the workplace	This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
FNSICGEN304B (Core)	Apply health and safety practices in the workplace	This unit covers the competency to work safely in the in the financial services industry and follow sound occupational health practices at work.
FNSACCT401B (Core)	Process business tax requirements	This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.
FNSACCT402B (Core)	Produce job costing information	This unit covers the competency to calculate and record the job costs of products and services.
FNSACCT403B (Core)	Prepare operational budgets	This unit covers the competency to produce operational budgets.

COURSE STRUCTURE CONT.

UNIT CODE	UNIT NAME	DESCRIPTION
FNSACCT404B (Core)	Make decisions within a legal context	This unit covers the competency to work and make appropriate decisions within a legal context.
FNSACCT405B (Core)	Prepare financial statements	This unit covers the competency to identify skills and outcomes associated with the development of financial reports.
FNSACCT406B (Core)	Maintain asset and inventory records	This unit describes those functions associated with the maintenance of records for fixed assets and inventory.
FNSACCT407B (Elective)	Set up and operate a computerised accounting system	This unit covers the competency to establish and operate under supervision, a computerised accounting system.
BSBITU402A (Elective)	Develop and use complex spreadsheets	This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents.
BSBFIA301A (Elective)	Maintain financial records	This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.

ASSESSMENT

ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –

and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

ASTC's assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:

- Multiple choice and/or short answer questionnaires
- Third party supervisor demonstration reports
- Projects/case studies
- Holistic Assessments

- OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

E Books Only	Check out over 100 titles to assist you with your learning and development. New titles added monthly. www.ebooksonly.com.au
Simple Truths	Get an inspirational/ motivational hit by viewing, free of charge, one of over 35 impactful DVD's on our website. www.thesalesmasters.com/training-courses/simple-truths_dvd.php
DVD Training Library	The Best Kept Secret in Australia!! Over 888 different titles from the masters of success available for your viewing in categories including Sales, Customer Service, Leadership, Motivation, Time Management, Telephone Skills, Management and Personal Development. www.dvdtraining.com.au

To enrol please call 02 9700 9333 or visit www.thesalesmasters.com