

## About this course

Under the Tax Services Act 2009, this qualification is set to become the minimum formal education requirement for registered BAS (Business Activity Statement) agents.

If you are a contract bookkeeper, you must attain this qualification. If you are an employee performing bookkeeping tasks or you are interested in becoming a bookkeeper this course is an ideal start to a career in financial services.

### What is a BAS service?

- approving or lodging forms on behalf of a taxpayer
- providing advice about BAS provisions
- dealing with the Commissioner on behalf of a taxpayer in relation to BAS provisions



## Career Options

This qualification will qualify you for employment in a bookkeeping job role that includes:

- working with computerised accounting systems
- completing BAS and other financial statements
- developing bookkeeping management systems
- general administration

## Course Structure

This course is made up of 13 units:  
9 core units and 4 elective units

### Core Units

BSBFIA401A	Prepare financial reports
BSBITU306A	Design and produce business documents
BSBOHS201A	Participate in OHS processes
FNSBKG401A	Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG402A	Establish and maintain a cash accounting system
FNSBKG403A	Establish and maintain an accrual accounting system
FNSBKG404A	Carry out business activity and instalment activity statement tasks
FNSBKG405A	Establish and maintain a payroll system
FNSINC401A	Apply principles of professional practice to work in the financial services industry

### Elective Units

BSBCUS301A	Deliver and monitor a service to customers
BSBCUS403A	Implement customer service standards
FNSACC405A	Maintain inventory records
BSBWRT301A	Write simple documents

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## Entry requirements

There are no formal entry requirements to study this course. However, you will need to have:

- access to a suitable workplace as some of the units require verification of satisfactory performance from a supervisor
- at least 6 months prior experience in a role performing bookkeeping duties
- an understanding of financial management software, spreadsheets and databases

It is important that you enrol in a course that is right for you. The College will assess your application and may ask you for further information about your professional background and/or language skills to ensure that this is the best program for you.

## Delivery modes

**Online learning** means you complete the entire course using the online learning platform. The content is presented per unit – you simply find the right unit and start reading. It's like reading a book on your computer screen with images and pictures. When you finish a unit, you complete the assessment tasks, which are also done online. It's easy, fast and a great way to achieve a qualification.

**Distance learning** means you study using the textbooks that we mail to you. You work through the course materials at your own pace and return your completed assessments by mail. This method is designed for those who prefer the more traditional form of study using books in hard copy.

### Blended learning

Many of our students prefer to mix the two – do the reading tasks using the textbooks but complete the assessments online. It's a practical approach to learning that offers great flexibility.

### Classroom and Workplace-based learning

We also offer traineeships and classroom-based courses to individuals and workplaces. Contact us for more information on our workplace-based programs.

## Assessment may include:

- Case studies
- Practical activities
- Projects
- Written & oral questioning
- Demonstration of skills
- On-the-job assessments

## Duration

We suggest you complete this course within 12 months. Expect to study about 6 – 8 hours per unit.

## Recognition

National College Australia recognises the skills and knowledge gained through previous studies and/or work experience. If you think you may be eligible for Recognition of Prior Learning (RPL), ask to speak to the Student Services Manager.

## Course Fees

- The regular course fee is \$2095
- Pay upfront and receive a 10% discount – pay only \$1886
- Flexible payment plans available – pay \$100 deposit and \$76.73 fortnightly or \$166.25 monthly for 12 months

## Learning Pathways

Successful completion of this qualification could lead to advanced standing in

- FNS50210 Diploma of Accounting
- Selected Diploma qualifications in the FNS10 Financial Services Training Package

# About bookkeeping

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A bookkeeper is responsible for maintaining and updating financial records of expenses, profits, losses, and accounts payable, as well as other paperwork involving finances.

Many bookkeepers work as *contractors*, meaning they operate their own business and deliver bookkeeping services to small - medium sized businesses. Others work as employees in finance divisions of any type of organisation.

## Day to day work

- Reconcile bank accounts
- Update monthly profit and loss statement
- Petty Cash reconciliations
- Prepare Tax Invoices
- Prepare monthly and annual financial statements for management
- Administer payroll
- Under the supervision of management, preparation the annual budget
- Maintain the asset register

## Personality/skills profile

The ideal candidate for this type of work is someone who

- is very good with numbers and calculations
- has high-level computers skills, especially with spreadsheets and databases
- has an excellent eye for detail
- can work autonomously and demonstrate decision-making skills
- is well-organised
- is trustworthy and has a high sense of integrity and ethics

## More information

- Does this type of work include shift work? *No*
- Does it have flexible hours? *Yes (Contract bookkeepers operate their own business and many work from home)*
- Is there any travel involved? *Usually not*
- Do I have to have a driver's licence and own my own car? *Usually not*

## Salary

Contractor bookkeepers usually earn between \$30 - \$35 per hour. Employees working for an organisation would normally earn an entry level salary of around \$45,000 per annum, experienced employees can earn around \$55,000 - \$65,000 per annum.

