

FNS40215 Certificate IV in Bookkeeping



Qualification Outline Online

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The Purpose of the Qualification Outline

The purpose of this document is to provide a robust platform for the delivery and assessment of the FNS40215 Certificate IV in Bookkeeping completed wholly online.

This is your training and assessment plan.

FNS40215 Certificate IV in Bookkeeping

About Wise Education Group

Wise Education is a national RTO delivering work based qualifications in partnership with local and national clients. We have been delivering in various sectors for over 7 years and hold a strong portfolio of participants.

Our products offerings include qualifications in the following industry sectors:

- Business
- Business Administration
- Sales
- Customer Engagement
- Work Health & Safety
- Hospitality
- Management
- Warehouse Operations
- Aged Care
- Child Care
- Disability Services
- Employment Services
- Education Support
- Volunteering Services
- Retail
- Record Keeping
- Marketing & Advertising
- Small Business Management
- Franchising
- Tourism & Events
- Accounting & Bookkeeping
- Project Management

As a Registered Training Organisation:

- * We provide flexible work based solutions for employers and staff
- * Have a strong team of trainers expertise
- * Have demonstrated knowledge in developing concepts for training regimes that reflect the industry needs
- * Have a strong account management structure
- * Have a sound internal working management system that ensures we commit to our promise
- * Have a culture that is built entirely on customer care
- * Have a Work Placement Scheme that supports most qualifications

	<ul style="list-style-type: none"> * Have logbooks that record your work placement activities and supports your practical learning * Have available webinars which can be undertaken at any time as a recorded session or Live led by your trainer
<p>The Need</p>	<p>General: In any industry, there is always the need for experienced, qualified bookkeepers or accounting officers. The FNS40215 Certificate IV in Bookkeeping is ideal for participants seeking a professional advantage in pursuing an accounting role or requiring further development in a current role.</p> <p>From an industry perspective: It is essential in every business to employ a reliable and extremely knowledgeable accounting person who has an eye for detail. They have a tendency to concentrate on the job at hand and are often born into a fast paced moving environment so struggles and challenges begin to form. Therefore it is important for people in the finance industry to learn techniques to adjust to different organisational cultures, know their product, and know how to handle different situations with staff and customers.</p> <p>From potential participants' perspective:</p> <p>Staff irrespective of the industry they are in, require training in order to undertake their roles effectively. They require internal on the job training and monitoring with the view of a training plan so they can also determine their job readiness. Staff are also are looking to have these skills form part of a nationally recognised qualification so they can demonstrate their sound industry knowledge by way of an industry specific qualification. This strengthens their personal resume and provides a platform for determining their career path.</p>
<p>Target Market</p>	<p>Typically students will work in the following roles:</p> <ul style="list-style-type: none"> • Contract bookkeeper • Bookkeeper • Accounts Receivable • Accounts Payable • Payroll Officer • Debt Collection Officer • Accounting Clerk • Financial Clerk <p>This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.</p> <p>Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.</p>

	<p>Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is reviewed regularly.</p>
<p>Entry requirements</p>	<p>Training Package: No entry requirements specified</p> <p>Wise Education Requirements: Participants must be able to fulfil the following specific requirements:</p> <ul style="list-style-type: none"> • Pay your student qualification fee • Complete an enrolment form • Complete a language, literacy and numeracy test as part of the enrolment form • The enrolment form will be emailed and you must save it locally on your computer prior to completing the forms. They can be completed and filled in electronically or you can post directly to: Wise Education Group PO Box 6252 Alexandria NSW 2015 • You will also be provided with a copy of the Qualification Outline and Participant Handbook.
<p>Outcomes</p>	<p>This program has been designed to equip participants (see target market) with the skills and experience required to work within the roles mentioned. They will obtain the following skills and knowledge:</p> <ul style="list-style-type: none"> • Implement bookkeeping policies and procedures • Maintain payroll system • Prepare financial reports • Perform financial calculations • Maintain a cash and accrual accounting system • Developing work priorities
<p>Program overview</p>	<p>The delivery and assessment of this program is completely online. All modules are allocated through the Learning Management System under the relevant course name. Participants will be allocated 1 unit of competency at a time.</p>
<p>Delivery and Assessment</p>	<p>The theory components are the first part of the online experience. You will undertake each of your modules allowing up to 8 hours completing the module and at least 4 hours for assessment completion. The learning module and assessment can be carried out over time and we recommend scheduling at least one module with assessment per month.</p> <p>At the conclusion of the module you will complete your assessment. Refer to the assessment section for instructions.</p> <p>The modules are made up of 3 components:</p> <ul style="list-style-type: none"> • Learning Content/Support Material • Assessment Tools – assessment activities and questions, projects, supervisor/third party or assessor demonstration report, competency sign off sheets.

Duration	<ul style="list-style-type: none"> Competency review tool <p>You will flow to each component as you complete each section.</p>																																				
	<p>This program is a self-paced program and the only requirement is it is completed within a 12 month period. You will be required to allocate 37 hours per month of study. This will equate to 9 hours per week. If you are able to allocate more hours, then the total length of the program can be reduced.</p> <p>You will be allocated with 1 module and assessments at a time. Your Trainer/Assessor will monitor the completion of your assessments and mark these within 5 working days. You will be notified of your competency.</p> <p>Once you have been deemed competent your assessor will allocate the next unit for completion.</p> <p>The trainer/assessor will also provide phone, email or skype support to each participant allocating a maximum of 1 hour per month. This will allow 12 hours of support time over the duration of the training program.</p>																																				
	Pre requisites	There are no unit level pre requisites that participants must complete to enter this program.																																			
	Packaging	To complete this qualification participants must complete a total of 13 units of competency, comprising of 6 core units 7 elective units.																																			
Units	<p>Wise Education Group is able to deliver and assess the following units of competency.</p> <table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Core/ Elective</th> </tr> </thead> <tbody> <tr> <td>FNSBKG401</td> <td>Develop and implement policies and procedures relevant to bookkeeping activities</td> <td>C</td> </tr> <tr> <td>FNSBKG404</td> <td>Carry out business activity and instalment activity statement tasks</td> <td>C</td> </tr> <tr> <td>FNSBKG405</td> <td>Establish and maintain a payroll system</td> <td>C</td> </tr> <tr> <td>FNSINC401</td> <td>Apply principles of professional practice to work in the financial services industry</td> <td>C</td> </tr> <tr> <td>BSBFIA401</td> <td>Prepare financial reports</td> <td>C</td> </tr> <tr> <td>BSBITU306</td> <td>Design and produce business documents</td> <td>C</td> </tr> <tr> <td>BSBCUS301</td> <td>Deliver and monitor a service to customers</td> <td>E</td> </tr> <tr> <td>BSBITU402</td> <td>Develop and use complex spreadsheets</td> <td>E</td> </tr> <tr> <td>BSBWRT301</td> <td>Write simple documents</td> <td>E</td> </tr> <tr> <td>BSBWOR501</td> <td>Manage personal work priorities and professional development</td> <td>E</td> </tr> <tr> <td>FNSACC303</td> <td>Perform financial calculations</td> <td>E</td> </tr> </tbody> </table>	Unit Code	Unit Title	Core/ Elective	FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	C	FNSBKG404	Carry out business activity and instalment activity statement tasks	C	FNSBKG405	Establish and maintain a payroll system	C	FNSINC401	Apply principles of professional practice to work in the financial services industry	C	BSBFIA401	Prepare financial reports	C	BSBITU306	Design and produce business documents	C	BSBCUS301	Deliver and monitor a service to customers	E	BSBITU402	Develop and use complex spreadsheets	E	BSBWRT301	Write simple documents	E	BSBWOR501	Manage personal work priorities and professional development	E	FNSACC303	Perform financial calculations	E
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	FNSBKG402	Establish and maintain a cash accounting system	E
	FNSBKG403	Establish and maintain an accrual accounting system (<i>note pre-requisite FNSBKG402</i>)	E
Delivery arrangements	<p>The delivery of this qualification will be completely online. Wise Education Group will support all participants by providing availability to an allocated Trainer/Assessor via phone or email support.</p> <p>In each of the modules, learning activities are provided to ensure that the appropriate learning is being undertaken.</p>		
Sequencing	<p>Participants can commence with the core units, followed by the elective units.</p> <p>The training plan for each participant will reflect the sequencing of delivery. Where appropriate, Wise Education Group will also establish a schedule of events and document these in the Wise Education Group Trainer Schedule.</p>		
Work environment	<p>Participants enrolled in this qualification will not be required to have full access to a workplace. The Trainer/Assessor will support the workplace adjustments as part of the online program.</p>		
Assessment	<p>There are three forms of assessment:</p> <ol style="list-style-type: none"> 1. Activities - free form text and answers 2. Questions - free form text answers or uploading a separate PDF document 3. Projects - require you to implement your learnt skills and knowledge <p>Instructions to the Learning Management System will be attached to your welcome email for enrolment into the course.</p>		
RPL	<p>All participants will be provided with the opportunity to undertake recognition of prior learning. They have the opportunity to apply for this process at enrolment and they will then be provided with the following information:</p> <ul style="list-style-type: none"> • RPL Application Kit • RPL Evidence Guide <p>Wise Education Group also provides the Trainer/Assessors with a support guide to RPL.</p>		
Validation	<p>Pre implementation</p> <p>The assessment materials developed have been through a pre delivery validation process conducted by an industry and training and assessment expert from Wise Education Group and these are scheduled over a 5-year period. This process is a quality check to ensure that the assessments to be used met training package and industry requirements, ensured that the assessment was at the right level, and that appropriate and sufficient evidence would be gathered to inform assessor decisions regarding participant competency.</p> <p>The outcomes of the assessment validation process were recorded in the Wise Education Group Validation Action Plan template.</p>		

	<p>Documents generated during this process included mapping documents showing the relationship between each cluster and the tools used to gather assessment evidence, updated assessment tools, and the records of assessment validation.</p> <p>Post implementation</p> <p>After a module has been delivered and assessed Wise Education Group will validate each set of assessment tools in line with the approach set out in the NQC Guide to Assessment Validation and Moderation. The outcome of this process will be documented in the Wise Education Group management system.</p> <p>Wise Education Group has a Risk Validation tool that identifies our risk areas and these areas are rated for purpose of action. The risk validation sheet also boasts a validation schedule.</p>
Resources	<p>To adequately support the delivery of the qualification, Wise Education Group will provide requested documentation and handouts to participants in order for them to complete an appropriate assessment.</p>
Facilities and Equipment	<p>Access to a computer. If you do not have access to a computer we are also able to provide your resources via distance learning. We will send to you via the post your workbooks and assessments which you can complete in print copy. You will then return your completed assessment for marking.</p>
Trainer Materials	<p>The following documents have been developed which describe the delivery and assessment of the qualification. The units of competency are in single unit format and also clustered specifically for clients.</p> <ul style="list-style-type: none"> • Wise Education Group Trainer Scheduling doc • Online Module • Assessment Kit • Assessors Marking Guide • Mapping Guide
Student Materials	<p>The following documents have been provided which describe the delivery and assessment of the qualification. The units of competency are in single unit format.</p> <ul style="list-style-type: none"> • Qualification Outline • Catapult Learners Guide • Catapult Assessment (customised by Wise Education Group)
Trainer requirements	<p>To deliver this program Wise Education Group requires its trainers and assessors to:</p> <ul style="list-style-type: none"> • Hold a TAE40110 Certificate IV in Training and Assessment • Hold the following qualification FNS40215 Certificate IV in Bookkeeping (or equivalent or a level higher) • Have worked as a Trainer/Assessor professional within the last 12 months • Have worked in a project management position with a minimum of 3 years' experience • Hold membership or that of a related industry body (updates from the Business Skills Industry)

Trainer Allocation

- Have participated in specific professional development within the last 12 months; and
- Maintain their Industry Currency at least annually by attending ‘Return to Industry’ programs as set out in professional development plan
- Have undertaken training and assessment professional development within the last 12 months.

Wise Education Group will allocate a single Trainer where appropriate to a client. Where single or multiple trainers are required, we have set out the trainer responsible for undertaking the units of competency as below:

Unit Code	Unit Title	Trainer
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	Gary Tremolada
FNSBKG404	Carry out business activity and instalment activity statement tasks	Gary Tremolada
FNSBKG405	Establish and maintain a payroll system	Gary Tremolada
FNSINC401	Apply principles of professional practice to work in the financial services industry	Gary Tremolada
BSBFIA401	Prepare financial reports	Gary Tremolada
BSBITU306	Design and produce business documents	Gary Tremolada
BSBCUS301	Deliver and monitor a service to customers	Gary Tremolada
BSBITU402	Develop and use complex spreadsheets	Gary Tremolada
BSBWRT301	Write simple documents	Gary Tremolada
BSBWOR501	Manage personal work priorities and professional development	Gary Tremolada
FNSACC303	Perform financial calculations	Gary Tremolada
FNSBKG402	Establish and maintain a cash accounting system	Gary Tremolada
FNSBKG403	Establish and maintain an accrual accounting system	Gary Tremolada

Employability skills

Employability skills are embedded in Training Package units of competency. Employability Skills Summaries record how the employability skills are covered in every nationally endorsed qualification (source <http://www.training.gov.au>). Refer to the training package qualification framework for this qualification’s employability skills summary.

Pathways

Upon successful completion of this qualification, participants are able to continue their learning journey into:
FNS50215 Diploma of Accounting

<p>Access & Equity</p>	<p>Principles, practices and legislative requirements relating to equity, access, anti-discrimination and social justice will be addressed in all aspects of the implementation of the Learning and Assessment Strategies. Needs will be identified prior to students' commencing programs. Customised delivery and assessment strategies, including reasonable adjustment to meet client needs.</p>
<p>Support Services</p>	<p>Learning Support – LLN support (through initial analysis (LLN form) and feedback then follow up support where necessary); disability support services</p> <p>We are also able to coordinate face to face sessions or distance learning if the online environment is not conducive to your style of learning. Please advise your Trainer/ Assessor if you require changes to your delivery format</p> <p>Student Support – Wise Account Manager and Wise Trainer</p> <p>Online Communication Strategy (see appendix at back of document) This is our commitment to maintaining your engagement and supporting you through the online modules within a 12 month period.</p>
<p>Participant Progress</p>	<p>Wise Education Group will upkeep the progress of all students within the Learning Management System. These will then be entered into our Student Management System JobReady. You will receive regular emails from your Trainer at least fortnightly to check on your progress.</p>
<p>Participant Satisfaction</p>	<p>Wise Education Group will periodically conduct random surveys with participants. At regular management meetings, Wise Education Group will analyse the feedback and implement any corrective actions.</p>
<p>The Participant Commitment</p>	<ul style="list-style-type: none"> ▪ Actively participate in your modules ▪ Liaise with your Trainer/Assessor to receive adequate support ▪ Complete your modules and assessment in a timely manner

Appendix A

Timeframes

Process

Call to Action

