



Applied Education

Certificate IV in Bookkeeping FNS40210



To the Bookkeeper/ BAS Preparer

Obtain a Nationally recognised qualification that will enable you to become a qualified bookkeeper

Keep your skills current by obtaining a Nationally recognised qualification that's ideal for aspiring and practising bookkeepers and BAS (Business Activity Statement) agents. The course meets the education requirements of the Tax Practitioners Board for BAS preparers.

For bookkeepers who have been preparing Business Activity Statements for many years and already possess these skills, our Recognised Prior Learning (RPL) offers a suitable alternative to face to face delivery. Our course offers excellent value with high quality course materials and access to experienced trainers.



NATIONALLY RECOGNISED
TRAINING



The course is suitable for:

- BAS agents applying for registration
- Bookkeeping contractors
- Small business operators or managers
- Bookkeepers for professional development
- Students who wish to establish a career in the bookkeeping industry

You will finish the course with workplace skills and knowledge to:

- Prepare financial reports
- Carry out BAS tasks
- Undertake payroll procedures
- Ensure you and your clients are compliant with all relevant legislation
- Meet the pre-requisite for the registration as a BAS Service Provider with the Tax Practitioners Board

Delivery Mode

Classroom Delivery

Part time, 15 days run over 1 day a week for 15 weeks, join anytime!

Self Paced Learning (SPL)

Suited to learners who are comfortable completing the course at their own pace and study at their own leisure.

Recognised Prior Learning (RPL)

Suited for learners who are presently preparing financial reports such as lodging BAS returns.

RPL - With workplace assessment

Suited for confident bookkeepers who can demonstrate their full competencies in the workplace.

**Hurry course
commences
Monday
28 May 2012**

*Course delivered by Brett Thornett CPA, Tracey Edwardes, Member ICB
and Dan Logan BA Ed, MYOB Accredited Trainer, Certificate IV in TAA.*

Delivering MYOB and taxation courses since 1999 to over 30,000 attendees Australia wide.

Classroom Delivery

Our popular classroom course is designed for those people who have little accounting experience. A classroom environment offers comprehensive hands on instructions and personal interaction. The course contains 13 units of competency. These units and accompanying assessments can be completed over a 12 month period in any specific order.

Our annual calendar offers training sessions to suit your needs. Alternatively, individual units may be completed using Self Paced Learning or Recognised Prior Learning options. Students are welcome to re-sit any courses at no additional cost. Each has an assignment and/or assessment to be undertaken upon the completion of the class and course materials.

Units that need to be completed are;

BSBFIA401A	Prepare financial reports
BSBITU306A	Design and produce business documents
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
FNSBKG401A	Develop and implement policies and practices relevant to bookkeeping activities
FNSINC401A	Apply principles of professional practice to work in the financial services industry
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
BSBITU402A	Develop and use complex spreadsheets
FNSACC303A	Perform financial calculations
FNSACC405A	Maintain inventory records
BSBWRT301A	Write simple documents

What is included? Participants receive detailed manuals and assessments, ongoing email support and instructor assistance.

Course Costs: \$2,990 GST Free

Duration: 15 days (1 day per week). Units can be completed in any order over a period of 12 months. Extensions may be available upon request.

Course Dates: Every Monday for 15 weeks commencing at various stages. Next course start date - Monday 28 May 2012. Our popular classroom course fills up quickly so book early to secure your spot.

Prerequisites: No prior experience in accounting or accounting software necessary. Learners must be able to submit assessments from the PDF templates.

Book early to avoid disappointment!

Self Paced Learning

This option is best suited for learners who are comfortable to start any time, complete the course at their own pace and study at their own leisure. Assessments are submitted electronically at the completion of each unit using the templates provided by us. All of the 13 units of competency are supplied with manuals, assessments and email support.

What is included? Participants will receive detailed manuals and assessments, with ongoing support and instructor assistance.

Course Costs: \$2,015 GST Free includes hard copies of course materials and DVD training for some units as well as paper based learning.

Duration: Assessments can be submitted in any order over a period of 12 months. Extensions may be available upon request.

Prerequisites: No prior experience in accounting or accounting software necessary. Learners must be able to submit assessments from the PDF templates provided via email or online.

Recognised Prior Learning (RPL) - With workplace assessment (One on One)

For confident bookkeepers who feel that they can demonstrate their full competencies in the workplace and have evidence at their finger tips, we are able to arrange an onsite workplace assessment. This is perhaps the quickest way to obtain your qualification. If there are any areas where the learner does not successfully demonstrate the competency, the learner can complete the relevant tasks and assessments from our Self Paced Learning kit (additional charges may apply).

What is included? Participants receive detailed templates and checklists for submitting evidence. Ongoing support and instructor assistance via email.

Course Costs: \$2,550 GST Free (Perth Metro Only)

Recognised Prior Learning (RPL)

This option is best suited for learners who are presently preparing financial reports such as lodging BAS returns. Learners are supplied with checklists which enables them to submit an evidence portfolio addressing the criteria for each unit. If there are any areas where the learner does not successfully demonstrate the competency, the learner can complete the relevant tasks and assessments from our Self Paced Learning kit (additional charges may apply).

What is included? Participants receive detailed templates and checklists for submitting evidence. Ongoing support and instructor assistance via email.

Course Costs: \$2,015 GST Free

Duration: Evidence can be submitted in any order over a period of 12 months. Extensions may be available upon request.

For more information please phone us 08 9221 0955

Why Choose Us?

- Industry-experienced tutors
- Course developer is a Certified Practising Accountant and a CPA will deliver your accounting units.
- Applied Education is a Registered Training Organisation accredited by the Training Accreditation Council. We do not deliver courses under arrangements with other Registered Training Organisations.
- Our track record from 1999 delivering taxation and MYOB courses to over 30,000 people gives you the peace of mind that you are dealing with one of Australia's most reputable training organisations.

Venue : Applied Education - Level 1, 524 Hay Street Perth

Classroom course commences on Monday 28 May 2012.
(every Monday except public holidays)

REGISTRATION FORM / TAX INVOICE

ABN 50 096 189 132

To register please complete this form and fax to 08 9221 0966
or post to Applied Education, Level 1, 524 Hay Street, Perth WA 6000.

Note: your registration will only be processed upon receipt of payment.
This registration form is a Tax Invoice. A receipt will be issued upon request. Course fees are GST Free.

STUDENT DETAILS

Student:	Date of Birth:	Gender:
Company:	Address:	
City:	State:	P/code:
Phone:	Fax:	Email:

REGISTRATION DETAILS

Disabilities: (please tick)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes, please tick any applicable boxes:

Hearing Mental Illness Physical Learning Visual Other (please specify) _____

If available, would you like to receive advice on support services that may assist? Yes No

Student Declaration: (please tick)

- I have read and understood the Applied Education Student Handbook, and agree to abide by the Code of Conduct, Policies and Procedures and Refund Policy.
- I confirm the accuracy of the information provided
- I understand that my personal information may be disclosed to a registering body official for audit purposes
- I would like to receive information from Applied Education on upcoming events, news updates etc

Student's Signature _____ Date _____

Parent/Guardian's Signature* _____ Date _____

(*if student is under 18 years of age)

Payment Details/Delivery Options:

- Recognised Prior Learning \$2015
- Classroom Delivery \$2990
- RPL \$2550
- Self Paced Learning \$2015
- With workplace assessment

Payment plans exist - please email us for more information.

PAYMENT OPTIONS

(Please tick method of payment and complete where required)

<input type="checkbox"/> EFT PAYMENTS: Applied Education BSB: 306-104 Account No: 0643327 (Please quote company name)	<input type="checkbox"/> CREDIT CARD: (3% surcharge for Amex/Diners) Please debit the total amount from my (Please tick) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Bankcard <input type="checkbox"/> AMEX <input type="checkbox"/> Diners Card No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card: _____ Signature: _____
<input type="checkbox"/> CHEQUE: Applied Education Level 1, 524 Hay Street, Perth WA 6000.	

Office Use Only: Special Requirements?: Yes No If Yes provide details _____

Advise Training Director(s) of these special arrangements and forward them on to the trainer of the course.

Notes: _____