



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.*



The course is designed to obtain a Nationally recognised qualification that will enable you to become a qualified bookkeeper and charge a fee for BAS preparation. It meets the education requirements of the Tax Practitioners Board for BAS preparers.

Many people have been preparing Business Activity Statements for many years and already possess these skills from on the job training and experience. For these bookkeepers we are offering Recognised Prior Learning (RPL) as an alternative to face to face delivery.



## Self Paced Learning (SPL)

Includes manuals, telephone and online assistance. This option is best suited for learners who are comfortable working at their own pace and can read through the training materials at their leisure. Assessments are submitted electronically at the completion of each unit using templates provided. All of the above units supplied with manuals, assessments and access to online forum for help and assistance.

**What is included?** Participants receive: detailed manuals and assessments, 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 word templates provided via email or online. Please phone us for more information on 1800 678 073.

## Recognised Prior Learning (RPL)

Includes portfolio templates, interviews as required. The course provides you with telephone and online assistance. This option is best suited for learners who are presently preparing financial reports such and lodging BAS returns. Working through checklists provided, learners are required to submit an evidence portfolio to address the criteria for each unit. If there are any areas where the learner does not successfully demonstrate competency, the learner can complete the relevant tasks and assessments from our self paced learning kit (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.

*Course delivered by Brett Thornett CPA 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.*

To register please complete this form and fax to 1800 678 144

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  Intellectual 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:

- RPL \$2015  Self Paced \$2015

*All Courses Are GST Free - Payment Plans Exist - Please email us for more information.*

## PAYMENT OPTIONS

<input type="checkbox"/> <b>EFT PAYMENTS:</b> Applied Education BSB: 306-104 Account No: 0643327 (Please quote company name)	<input type="checkbox"/> <b>CREDIT CARD:</b> (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"/> <b>CHEQUE:</b> Applied Education PO Box 6013, East Perth WA 6892	

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: \_\_\_\_\_