



MONARCH  
INSTITUTE

FNSSS00004

# BAS and Payroll

## BAS Agent Registration

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Education for  
the real world

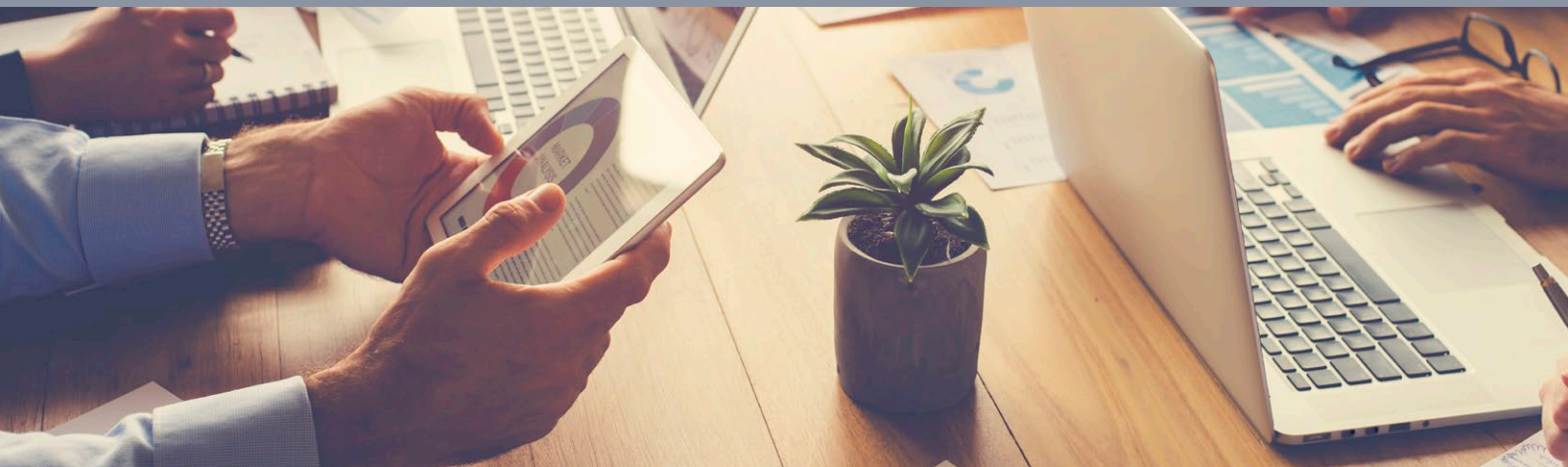
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NATIONALLY RECOGNISED  
TRAINING

# Add another arrow to your quiver – get qualified, starting today

The BAS and Payroll course has been designed to give you a preview of two of the most common sets of tasks that bookkeepers and accounting practitioners carry out. It's great for staff in small businesses who are ready to step up and take on more responsibility with admin. Small business owners may also find it useful for reducing outsourcing costs in the long term. Alternatively, the course can be an eye-opening intro for those who are considering studying a full course in accounting or bookkeeping, but don't want to take the plunge just yet.



## What does the course cover?

This course incorporates two nationally recognised units:

- Carry out business activity and instalment activity statement tasks (FNSBKG404)
- Establish and maintain a payroll system (FNSBKG405)

## Key opportunities include

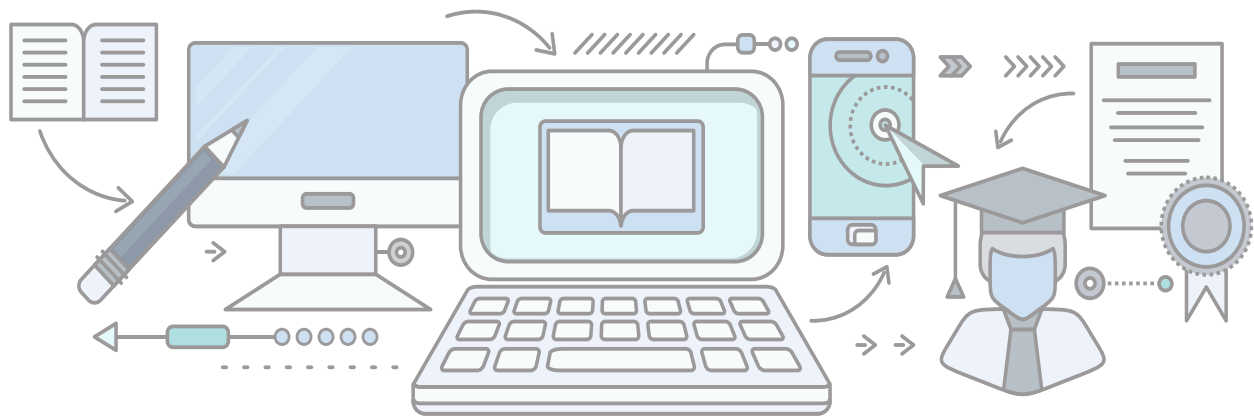
- Certified bookkeeper
- Registered BAS agent

### Free Membership:

Association of Accounting Technicians Australia (AAT Australia) and Institute of Certified Bookkeepers (ICB)

Get free student membership to the AAT Australia and ICB when you enrol. Membership gives you access to a wide range of resources you can use to help kick off your career.

Free  
Membership



## Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Skype, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

## What is the course structure?

This course is delivered completely online. This means you'll access your learning and assessment resources using an online portal. You can access this anywhere and anytime.

You'll need to study a total of two nationally recognised units.

We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

## What is the course duration?

Most students complete this qualification within six months. Your completion time frame depends on your previous education, work experience, time availability and work rate.

## What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

## Course costs

**Monarch's courses are competitively priced.**

Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.

# Why choose Monarch Institute?

**You need a different learning experience.  
We're ready to deliver.**

## Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

## Flexibility

- ✓ Fit study around work, family, life.
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

## Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Assessment turnaround in 5-7 business days with comprehensive trainer feedback

## Enrol today

Commence your BAS and Payroll course with Monarch Institute today to take the next step forward in your career.



To discuss the course that's right for you call  
**1300 738 955**



To find out more information email  
**info@monarch.edu.au**



To enrol, visit our website  
**www.monarch.edu.au**

