



MONARCH
INSTITUTE

FNS40217

Certificate IV in Accounting and Bookkeeping

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

Education for
the real world

RTO Code - 22530



NATIONALLY RECOGNISED
TRAINING

Launch your brand new career the right way

Monarch Institute is one of very few registered training organisations (RTOs) to offer the TPB (Tax Practitioners Board) approved courses required to become a registered BAS agent or a registered tax agent. We're also included in a very select few accredited training providers listed by the world's largest bookkeeping institute, the Institute of Certified Bookkeepers. In other words our courses are fit for what the industry is looking for.

Courses are delivered by skilled professionals, senior CPA and chartered accountants, registered BAS agents and bookkeepers. They have decades of combined experience across an extensive range of industries.

Study accounting and bookkeeping with us and you'll get practical training that makes use of industry leading software, like MYOB and Xero. It's all about making you job-ready from the moment you graduate.

What does the course cover?

- Accounting fundamentals
- Professional practice
- Business taxation
- Payroll
- Activity statements
- Computing essentials
- Effective work practices

Key benefits

Learn MYOB or Xero

During your course, you'll get to learn some of Australia's leading accounting software packages. Choose whichever software is more relevant to your needs – MYOB or Xero. You'll get great software training resources, and student edition access to the software you choose, right up until you're finished studying.

TPB approved course

This course meets the Tax Practitioners Board education requirements for becoming a registered BAS agent.

Nationally recognised

This course is nationally recognised under the Australian Qualifications Framework (AQF). If you're looking for a pathway to higher education in Australia, this could be it.

Government funding

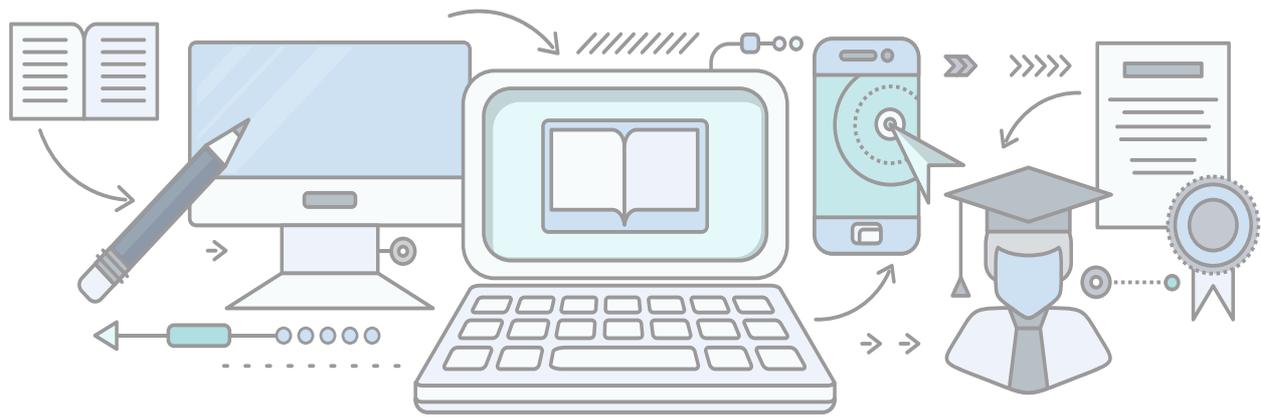
Living in Victoria or Queensland? You may be eligible for government funding. Get in touch with a course consultant to check your eligibility.

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 support team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered predominantly online. This means you'll access your learning and assessment resources using an online portal plus textbooks. You can access the portal anywhere and anytime.

You'll need to study a total of 13 nationally recognised units, which are spread out over four modules.

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 in 12 months to 24 months. Your completion time frame depends on your previous education, work experience, time availability and work rate. You're expected to complete at least one module every six months.

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 the course meets your existing skill level 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 or call us on **1300 738 955**.

This training is delivered with Victorian Government funding for eligible students. Please check the eligibility requirements on our website, or get in touch to discuss your funding options.

Course modules

Module 1 /

Establishing solid foundations – accounting fundamentals

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- BSBFIA401 Prepare financial reports
- FNSACC405 Maintain inventory records

Module 2 /

Real world essentials: practice and business taxation

- FNSINC401 Apply principles of professional practice to work in the financial services industry
- FNSACC411 Process business tax requirements

Module 3 /

Big bucks for business: payroll, activity statements and computing

- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB402 Establish and maintain payroll systems (MPA001)
- FNSTPB401 Complete business activity and instalment activity statements (MAS001)
- BSBSMB412 Introduce cloud computing in to business operations

Module 4 /

Clever calculations and procedures: effective work practices

- FNSACC313 Perform financial calculations
- FNSACC412 Prepare operational budgets
- FNSACC408 Work effectively in the accounting & bookkeeping industry

Career opportunities

Australia's economy is moving from resources to services. In the next 20-30 years, we'll see a lot more people doing knowledge-based work, rather than physical labour. The skills that accountants and bookkeepers use are transferable between industries, all across Australia. That's part of why there are thousands of accounting and bookkeeping jobs advertised every month.

In other words, accounting and bookkeeping is a particularly exciting field. And you're about to become part of it.

Accounting industry insights



Employment/positions projection
16% growth to 2020



Earnings (Average full time earnings)
\$1,400 per week



Flexible career options
80.6% full time

Bookkeeping industry insights



Bookkeeping sector size
137,400 employed



National employment breakdown (top three)
32.5% (NSW), 23.3% (VIC), 21.2% (QLD)



Flexible career options
68.4% part time

Further study pathways

Your Certificate IV in Accounting and Bookkeeping is a great pathway to the FNS50217 Diploma of Accounting. The Certificate IV also provides entry to the Institute of Certified Bookkeepers as an Affiliate Member.

Some universities may give you credit towards a degree with your accounting and bookkeeping units. You will generally have to discuss this directly with the university you're thinking of applying to.

Sources: Joboutlook, General employment outlook, 2017
Labour market Information Portal, Employment projections, 2017



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 marking turnaround in 5-7 business days with comprehensive trainer feedback

Enrol today

Commence your FNS40217 Certificate IV in Accounting and Bookkeeping 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

