



1. Who can enrol and what skills do I need?

The Certificate IV in Bookkeeping Program is open to all Australian residents seeking a formal bookkeeping qualification.

Candidates need English language and numeracy skills at least equivalent to entry level workplace standards. Basic computer skills include competent management of data files, so that you can successfully retrieve and submit work files using Mentor's easy-to-use student portal. The use of Microsoft Word, Excel, and Outlook are also required. Several of the units are also completed using MYOB accounting software.

2. How much does it cost?

The modules are competitively priced at \$157 per unit.

In total, the entire cost to complete the Certificate IV in Bookkeeping, including the \$150 application fee, will cost \$1941.

The unit fees cover all tuition, materials and assessment. Total program cost includes a non-refundable initial program application fee of \$150 which provides access to the program for 24 months.

3. Do I have to pay for the whole program at the start?

No. Our pricing is structured on a per BK/Unit basis, so there is no need for any initial outlay of significant costs. We encourage you to enrol in selected groups of units progressively as you work towards achieving your qualification.

4. Can I just complete the units needed for a GST/BAS course?

Yes. If you already have an accounting or bookkeeping qualification at Certificate IV level or above, but still need to complete an approved course in basic GST/BAS taxation principles, you may enrol in just one or both of the following:

- *Carry out business activity and instalment activity statement tasks*
- *Establish and maintain a payroll system*

Please note that these units are completed using MYOB accounting software. If you are not familiar with MYOB and intend to complete only these two GST/BAS units, we strongly recommend that you first complete an introductory MYOB course, ideally in a classroom environment.

5. Can I become a member of the IPA with a Certificate IV in Bookkeeping?

Yes. The qualification can be used for you to become an IPA Associate Member/Public BAS Practitioner.

The Certificate IV in Bookkeeping is one of the core qualifications to enable you to register as a BAS Agent under the Tax Agent Services Act 2009. Completing the course would pave the way for you to become a registered BAS Agent and consequently, a Public BAS Practitioner Member of the IPA.

6. Can I claim CPE hours for my studies?

Yes. IPA members are entitled to claim CPE hours for studies in the Certificate IV in Bookkeeping program as follows:

- Successful completion of – **Carry out Business Activity and Instalment Activity Statement Tasks** - 20 hours of structured CPE in a given year.
- Successful completion of - **Carry out Business Activity and Instalment Activity Statement Tasks and Establish and Maintain a payroll system** - 30 hours of structured CPE in a given year.
- Successful completion of any other competency in the Certificate IV in Bookkeeping - 15 hours of structured CPE.

7. How do I apply?

You can apply to study the Certificate IV in Bookkeeping at any stage, and access to the course is generally immediate.

8. Is the 4 weeks or 6 weeks allowed for each unit sufficient to complete the requirements?

Yes. The course structure and timeframes have been designed for busy professionals working in fulltime roles, and we find that candidates are generally able to meet the requirements. If at any time you face difficulty meeting course deadlines, you should immediately contact Mentor's team of advisors for support and advice.

9. I'm also keen to study the Certificate IV in Accounting as an add-on. Is this possible?

It sure is. All you need to do is study two additional units to gain the Certificate IV in Accounting. This means you'll end up with two Certificate IV qualifications without the need to undertake significant amounts of extra study. The two additional units are priced at \$135.