Start your career in accounting

The FNS40615 Certificate IV in Accounting qualification provides you with the skills and knowledge to further your career or gain employment in the accounting sector. MEGT Institute provides flexible training in our clients' workplaces across most of Australia, structured to meet the needs of students and their employer.

Practical Skills

The course provides students with knowledge of current accounting policies and practices and practical skills in establishing and maintaining accounting systems, assisting in BAS (Business Activity Statements), preparing reports and statements and payroll. Completion of this course will allow you to apply to become a registered BAS agent.

Employment Outcomes

- Accounts Payable and Receivable Clerk
- Payroll Clerk
- Bookkeeper
- General accounts assistant
- Registered BAS agent

Delivery Mode | Location | Study Mode | Start Date | Duration
---|---|---|---|---
Workplace Delivery | ACT, NSW, QLD, SA, VIC, WA | Part time, Full time | Contact us | 12 to 24 months

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Unit code | Units of competency
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Core
BSBFIA401 | Prepare financial reports
BSBITU306 | Design and produce business documents
FNSACC301 | Process financial transactions and extract interim reports (prerequisite for FNSACC504)
FNSACC302 | Administer subsidiary accounts and ledgers
FNSACC303 | Perform financial calculations
FNSACC304 | Prepare operational budgets
FNSACC305 | Prepare financial statements for non-reporting entities
FNSACC306 | Set up and operate a computerised accounting system
FNSBKG404 | Carry out business activity and instalment activity statement tasks
FNSBKG405 | Establish and maintain a payroll system
FNSINC401 | Apply principles of professional practice to work in the financial services industry
Elective
BSBITU402 | Develop and use complex spreadsheets
BSBWHS201 | Contribute to health and safety of self and others
BSBWRT301 | Write simple documents
FNSACC306 | Make decisions in a legal context
FNSACC401 | Maintain inventory records
FNSACC402 | Produce job costing information
FNSACC403 | Process business tax requirements
FNSACC404 | Make decisions in a legal context
FNSACC405 | Maintain inventory records
FNSACC406 | Produce job costing information

**Recognition of Prior Learning (RPL)**
We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

**Entry requirements**
No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employed in the financial services environment performing a range of duties such as establishing and maintain accounting systems, assisting with Business Activity Statements (BAS) and other office taxes, interpretation of financial data, payroll or developing management systems for organisations and are supervised and supported in the workplace.

**Training and assessment methods**
Students receive access to engaging, interactive course content and coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including skills demonstration, written reports and projects will be utilised for assessment. We also value the role of the workplace in the assessment process and ask supervisors to provide feedback on the students’ abilities via an easy to complete third party report.

**Fees and funding**
For the latest information on our course fees please visit our website meg tinstitute.edu.au/fees. There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.