



# MBS Training Services Pty Ltd

ABN: 70 108 995 311

## Marian Brown

MYOB Certified Consultant, Accredited Trainer, Approved Author, BAS Agent  
Cert IV in Financial Services [Bookkeeping], Cert IV in Training and Assessment  
Bookkeeping Institute of Australia partner, Member of the Institute of Certified Bookkeepers

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Bookkeeping Institute of Australia RTO#32190

## FNS40210 Certificate IV in Bookkeeping Recognition of Prior Learning Information

This course, run by Marian Brown [partner with the Bookkeeping Institute of Australia], is aimed to meet the needs of Bookkeepers already working in the industry and requiring BAS Agent registration. Knowledge of accounting principles, MYOB management software, Excel and internet access is required.

Marian has been an MYOB Certified Consultant for 16 years, TAFE lecturer for 30 years, has a Diploma of Teaching, Cert IV in Training and Assessment and Cert IV in Financial Services {Bookkeeping} and writer of many MYOB training manuals published by Software Publications, OfficeLink Learning and Pearson Education.

**Before Enrolling:** Go to [www.biau.com.au](http://www.biau.com.au)  
Select the tab “**Why choose BIA?**” and read about the Bookkeeping Institute of Australia. [Some of the information does not apply to RPL students.]

Also go to [www.mbsts.com.au](http://www.mbsts.com.au) to download **enrolment** forms.

**Course Units:** Attached is a list of units in the Certificate IV in Bookkeeping.  
Following discussions with Marian, a list of what is required for each unit is drawn up. Some units will be completely RPL, others will require some challenge tasks, while others will require an assessment. The needs of each student vary and a program is drawn up based on individual skills and knowledge.

Students may have studied some of the units or similar units and can gain a cross-credit for these units.

### Courses:

- OPTION 1 If you do not have any qualifications, but years of bookkeeping and BAS experience, SELECT the FULL COURSE by RPL.
- OPTION 2 If you have notified the Tax Practitioners Board and need to renew your registration as a BAS Agent before 1 March, 2012 and have qualifications eg Diploma of Accounting, SELECT the BAS UNIT only COURSE – FNSBKG404A.
- OPTION 3 If you have notified the Tax Practitioners Board and need to renew your registration as a BAS Agent after 1 March, 2012 and have qualifications eg Diploma of Accounting, SELECT the BAS AGENT REGISTRATION SKILL SET COURSE incorporating FNSBKG404A [BAS] and FNSBKG405A [Payroll].  
*[Even if renewing before 1 March 2012, I strongly advise that you select this option.]*

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### Course Costs:

**OPTION 1:**           **\$2,495.00** [fees are GST Free] – tax deduction  
*Cost is reduced if you have funding or existing units which can be used as cross-credits.*

The following is included in the above price.

- Assistance whenever needed by Marian via telephone, email and personal visit if possible
- Gap training where required to complete the certificate
- Free student membership to the Institute of Certified Bookkeepers
- Discounted membership to ABN [Australian Bookkeepers Network] OR 90 days free membership
- Use of “BIA Accredited Bookkeeper” Logo on completion
- Access to BIA “Find a Bookkeeper” website on completion
- All Reference Books as required

**Payment:**           Payment can be made in the following manner:

Payment in full by credit card, cheque or EFT [details on Enrolment Form] – 5% discount given.

- or  
Payment Plan to suit your individual needs. Deposit required on enrolment - \$795.00

**OPTION 2:**           **\$440.00** [fees are GST Free] – tax deduction

The following is included in the above price.

- Assistance whenever needed by Marian via telephone, email and personal visit if possible
- Discounted membership to ABN [Australian Bookkeepers Network] OR 90 days free membership
- Reference Book

**Payment:**           Payment in full on application.

**OPTION 3:**           **\$770.00** [fees are GST Free] – tax deduction

The following is included in the above price.

- Assistance whenever needed by Marian via telephone, email and personal visit if possible
- Discounted membership to ABN [Australian Bookkeepers Network] OR 90 days free membership
- Reference Books

**Payment:**           Payment in full on application.

Certificate will not be issued until full payment has been made.

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**To Enrol:**            Download and complete the following:

**Option 1** – BIA Enrolment Form – Full Course by RPL  
RPL Application Form  
ICB Student Membership Application  
Credit Card Authorisation *[if required]*

Include the following:

- Detailed resume of your work experience including details of all current jobs and skills
- Certified copies of educational qualifications
- Copies of any professional development since July 2000
- Any other documents which will support your skills eg community involvement, first aid certificate
- 2 references to support your resume
- Deposit of \$795.00 – payment plan will be drawn up [Credit Card Authorisation]

**Option 2** – BIA Enrolment Form – BAS unit only  
Credit Card Authorisation *[if required]*  
Plus payment in full

**Option 3** – BIA Enrolment Form – Skills Set  
Credit Card Authorisation *[if required]*  
Resume  
Plus payment in full

Send to Marian

- by email – [marian@mbsts.com.au](mailto:marian@mbsts.com.au)
- by post to the address on letterhead

### **Further Information:**

Email Marian [[marian@mbsts.com.au](mailto:marian@mbsts.com.au)] or ring 07 4635 5027 and leave a message or speak to Marian or Lorry.

# FNS40210 CERTIFICATE IN BOOKKEEPING

## UNITS OF COMPETENCY

Code	Unit Description
BSBFIA301A Pre-requisite to FNSACC406A	Maintain Financial Records
FNSBKG402A	Establish and maintain a Cash Accounting System
FNSBKG403A	Establish and maintain an Accrual Accounting System
FNSACC406B	Set up and operate a computerised accounting system
FNSINC401A	Apply principles of professional practice to work in the financial services industry
FNSBKG401A	Develop and implement policies and practices relevant to bookkeeping activities
FNSBKG405A	Establish and maintain a payroll system
BSBFIA401A	Prepare financial reports
FNSACC404A	Prepare financial statements for non-reporting entities
FNSACC405A	Maintain inventory records
FNSBKG404A	Carry out Business Activity and Instalment Activity Statement tasks
FNSACC303A	Perform financial calculations
BSBITU306A	Design and produce business documents
BSBOH8303B	Contribute to OHS hazard identification and risk assessment

For details of each unit, go to [www.ntis.gov.au](http://www.ntis.gov.au).