

Statement of Attainment in Bookkeeping

Accurate and efficient bookkeeping is an essential part of every business – just think of the opportunities that will be out there for you with recognised qualifications under your belt.

Cengage Education's Statement of Attainment in Financial Services (Bookkeeping) is a nationally-recognised course providing you with a solid grounding in general financial concepts and bookkeeping practice.

Upon successful completion of the course, you will be eligible for advanced standing in the Certificate IV in Financial Services (Bookkeeping).

What you need to know about this course

Course number: C0065 (Print) PC0065 (Online)

Previous study required

No previous knowledge or experience is required to take this course.

Exam details

3 written assessments are included as part of this course.

Computer requirements

To submit online assessments for this course you will need access to a computer with Windows® 95/98 or higher and a CD-ROM drive. It is recommended that students have access to Internet and e-mail facilities.

Completion of your course

Upon successful completion of this course you will receive a nationally recognised Statement of Attainment. This course contains selected units of competency from the FNS04 Financial Services Training Package. Cengage Education is a registered Training Organisation (Provider Number: 90796) registered with NSW VETAB (Vocational Education and Training Accreditation Board).



Choose when you study

Estimated hours of study = 85

Months	3	6	9	12
Hours of study required per week	6.5	3.5	2	1.5

Other courses you may be interested in...

- ☞ Certificate IV in Financial Services (Bookkeeping)
- ☞ Certificate IV in Financial Services (Accounting)



Advanced Standing

Students who successfully complete the following competencies:

- ☞ FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- ☞ FNSACCT401B Process business tax requirements
- ☞ FNSACCT405B: Prepare financial statements

Will be eligible for Advanced Standing for the following qualifications as listed below:

FNS40207 Certificate IV in Financial Services (Bookkeeping)

- ☞ FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- ☞ FNSACCT405B: Prepare financial statements

FNS40604 Certificate IV in Financial Services (Accounting)

- ☞ FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- ☞ FNSACCT401B Process business tax requirements
- ☞ FNSACCT405B: Prepare financial statements

Units of Competency

FNSICIND401B: Apply principles of professional practice to work in the financial services industry

- ☞ Identify the scope sectors and responsibilities of the industry
- ☞ Identify and apply industry guidelines, procedures and legislation
- ☞ Manage information
- ☞ Plan work to be completed taking into consideration time, resources and other constraints
- ☞ Develop and maintain personal competency

FNSBKPG404A: Carry out business activity and instalment activity statement tasks

- ☞ Identify individual compliance and other requirements
- ☞ Recognise and apply GST implications and code transactions
- ☞ Report on payroll
- ☞ Report on other amounts withheld, pay as you go (PAYG) instalments and taxes
- ☞ Complete and reconcile the Activity Statement
- ☞ Lodge Activity Statement

FNSACCT405B: Prepare financial statements

- ☞ Compile data
- ☞ Prepare reports