

FNS40217

Certificate IV in Accounting and Bookkeeping



AUSTRALIAN
PACIFIC COLLEGE

Become a financial all-rounder with this practical qualification. You'll gain real-world skills and vital knowledge in accounting principles such as bookkeeping, auditing and payroll.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Melbourne,
Sydney CBD & Bondi

DELIVERY

Face-to-face, online¹ and blended²



Learn
real-world
accounting skills



Expert
trainers
to get you job-ready



In-demand
profession
with good job prospects



Learn key
industry
accounting software

INTAKE DATES

31 Jan 22

26 Apr 22³

18 Jul 22

10 Oct 22

30 Jan 23

24 Apr 23

17 Jul 23

09 Oct 23



Australian
Qualifications
Framework

1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only
3. Starting day moved to Tuesday as Monday is a public holiday

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

PATHWAYS

Students who successfully complete the Certificate IV in Accounting and Bookkeeping may enter the Diploma of Accounting at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students for accounting job roles in financial services and other industries. They develop skills to apply solutions, analyse and evaluate information from a variety of sources, plan, coordinate and evaluate their own work and provide guidance to others.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before the start date.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Bookkeeper
BAS Officer

12 SUBJECTS

Financial Transactions

Accounting Industry

Business Documents

Business Activity Statements

Financial Reports

Payroll

Subsidiary Accounts

Computerised Accounting Systems

Business Tax

Financial Statements

Budgets

Accounting in the Cloud

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit www.apc.edu.au/courses/vocational-further-study-pathways/

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU

Young Rabbit Pty Ltd (ABN 28 003 381 182) trading as Australian Pacific College | RTO Code: 90396 | CRICOS Code: 01331F

APC Certificate IV in Accounting and Bookkeeping_29OCT21_V1.4R

FNS50217

Diploma of Accounting



AUSTRALIAN
PACIFIC COLLEGE

Enhance your career in accounting and finance with this diploma, designed to equip you with essential skills for the accounting, business, and finance sectors.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

**Brisbane, Gold Coast, Melbourne,
Sydney CBD & Bondi**

DELIVERY

Face-to-face, online¹ and blended²



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ENTRY REQUIREMENTS

ACADEMIC - Successful completion of the FNS40611 or FNS40615 Certificate IV in Accounting or FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Students utilising VSL¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Diploma of Accounting may enter the Advanced Diploma of Accounting at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students for accounting job roles in financial services and other industries. They develop skills to apply solutions, analyse and evaluate information from a variety of sources, plan, coordinate and evaluate their own work and provide guidance to others.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

VET Student Loans available for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Bookkeeper
BAS Officer

11 SUBJECTS

Financial Information

Income Tax Returns

Budget Management

Corporate Financial Reports

Workplace Relationships

Internal Control

Accounting Systems

Accounting Information

Job Costing

Statutory Reports

Financial Forecasts

Note: 1. There are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training.

1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

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Domestic students: An Australian citizen or Australian permanent resident

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APC Diploma of Accounting_29OCT21_V1.4R

FNS60217

Advanced Diploma of Accounting



AUSTRALIAN
PACIFIC COLLEGE

The perfect pathway qualification for students looking to advance to tax agent status or pursue a career or further studies in commercial accounting.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Melbourne,
Sydney CBD & Bondi

DELIVERY

Face-to-face, online¹ and blended²



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Qualifications
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ENTRY REQUIREMENTS

ACADEMIC - Successful completion of FNS50210, FNS50215 or FNS50217 Diploma of Accounting or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Students utilising VSL¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Advanced Diploma of Accounting may be able to continue to universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services. The primary pathway from this qualification is employment in the accounting profession.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

VET Student Loans available for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Bookkeeper
BAS Officer

14 SUBJECTS

Income Tax Returns

Financial Information

Corporate Financial Reports

Corporate Governance

Financial Statistics

Financial Services Industry

Organisational Improvement

Financial Performance

Management Accounting

Financial Strategies

Complex Financial Reports

Financial Risk

Tax Plans

Tax Documentation

Note: 1. There are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training.

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