



FNS40615

## Certificate IV in Accounting

“There`s no business like show business, but there are several businesses like accounting”.

- David Letteman

**RTO Number: 70252 | CRICOS PROVIDER Number: 03595K**

## Our Mission

At OSAN, we always strives to become a Centre of Excellence in the delivery of training and assessment services within its scope of registration.

## Available Support Services

OSAN strives to meet the particular needs of each learner and to provide support and welfare services to students which are useful, efficient, timely, and effective. OSAN provides no additional cost advice, support and welfare services to students to assist them with issues that may arise during their study. These support and welfare services are not limited to academic issues and encompass a range of issues related to student welfare and to adjustment to life in Australia.

## Why study with OSAN

OSAN aims to achieve its vision by meeting the objectives through –

- Becoming a technologically advanced leading-edge institution
- Recruiting well qualified and highly experienced trainers and assessors
- Fully complying with all state and commonwealth legislative and regulatory requirements
- Maintaining active industry and professional contacts
- Creating creative and interactive training and assessment environments



## OSAN INSTITUTE OF BUSINESS & TECHNOLOGY

OSAN has been operating as a Registered Training Organisation (RTO) since 2012. OSAN provides quality training and assessment services to international and domestic students, focusing on the fields of Accounting and Business, English Language Courses, and other Short Courses.

OSAN always cater to emerging education markets for international and domestic students with offering a nationally recognised training.

# Certificate IV in Accounting

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. You' ll become thoroughly versed in core accounting skills and computer use in the accounting environment. In addition, you'll be fully equipped to manage and solve real-life business challenges, with sound proficiencies in planning and gathering information, processing business information, Business Activity Statements (BAS) and payroll.

The key students for OSAN's FNS40615 Certificate IV in Accounting are people who wish to acquire an AQF level 4 qualification prior to entering the workforce or who are currently in the workforce and wish to acquire a relevant AQF qualification to further their employment prospects, some will utilise it as a pathway to further study.



## COURSE DETAILS

Course Code	FNS40615
Course Structure	This course requires you to successfully complete 13 units of competency, out of which 10 units are core and 3 units are electives.
Delivery Method	Face to Face in class, Online/ Distance Learning
Course Duration	38 weeks*
Assessments	All assessments are to be submitted electronically unless otherwise stated by your trainer.
Qualification Level	Certificate IV
Nationally Recognised	Yes

## CAREER PATHWAYS

- Assistant Accountant
- Finance Assistant
- BAS Agent
- Account Receivable & Payable officer

## What are the Course entry Requirements?

OSAN preferred entry requirements are:

- ✓ Over 18 years old at the time of enrolment
- ✓ successful completion of Year 12 in Australia, or of an equivalent overseas qualification
- ✓ successful completion of OSAN's language, literacy and numeracy assessment
- ✓ ability to demonstrate core skills and capabilities to a level appropriate to the course.

## Pathways Information

### Pathways into the qualification

- ✓ Nil

### Pathways from the qualification

- ✓ A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

### Certification

You will be awarded FNS40615 Certificate IV in Accounting after successful completion of this course.

### On Campus Training Locations

- ✓ Parramatta Campus (Sydney, NSW)

## Things you need to know about this course

### Course Structure

This course requires you to successfully complete 13 units of competency, out of which 10 units are core and 3 units are electives.

### What is the duration of the course?

The duration for this course is 38 weeks (\*) The duration is inclusive of term breaks, Domestic students will be provided with a proposed timetable after enrolment. Proposed timetables can be amended as per the students convenience, please speak to our friendly staff if the need arises. Student has (0.5– 2 years) to complete the course, this is the volume of learning which is consistent with the AQF volume of learning indicator for a qualification at the Cert IV level.

### What can I do with On-line learning?

- Access your learning materials and assessments
- undertake and upload assessments for the trainer to mark
- engage and interact with your trainer and assessor
- access your assessment grades and feedback

### What learning resources are included in this course?

Your learning material for this course includes:

- learner workbooks
- Assessment tools to be provided and explained by the Trainer/assessor.

### How is the course assessed?

To successfully gain this Certificate you must do assessments as per OSAN's assessment requirements for this qualification. The assessments may include role play, case study, Scenario Analysis, Projects, presentation, practical demonstration, written tests, assignment and oral questions. These assessments could be generally completed within the class contact hours.

### Refund Policy

Kindly refer [OSAN's student handbook](#) available on website.

### What if I have a prior working experience to apply for (RPL)?

The competencies within this qualification may be attained through previous or current training, work experience, and/or life experience. Recognition of Prior Learning (RPL) considers previous attainments which are measured against the specific performance criteria for each full unit or partial unit of competence. OSAN is able to provide guidelines and assistance in undertaking Recognition of Prior Learning.

OSAN will ensure that all applicants will have access to the recognition of prior learning (RPL) policy and procedures.

Applications for RPL will be managed efficiently by a qualified assessor, using a process which is valid, fair, sufficient and authentic.

An applicant for RPL is responsible for the provision of suitable & sufficient evidence, as required by the RPL Kit.

Credit for units of competency will be provided if a candidate who applies for recognition of prior learning is able to demonstrate learning, skills and knowledge that meet the performance criteria of the units of competency for which the candidate is applying for recognition of prior learning.

OSAN's RPL assessment process, including the design and function of the RPL assessment tool, will be subject to a regular validation process to ensure that it is consistent with the principles of assessment and the rules of evidence.

### What if I have already completed the same units & want to seek Credit Transfer?

OSAN recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

### Enrolments acceptance through Approved Agents & other third parties

OSAN also accepts student Enrolments/Admissions recruited by OSAN's approved agents and Third Party. You may contact an approved agent for enrolling in to the course with OSAN. The list is available on OSAN's website under "[Agents](#)" section.

## Minimum Computing Requirements

You may need access to a computer and the internet and have intermediate computing skills.

Minimum specifications for your computer are:

- Microsoft Office 2007 or equivalent
- broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
- File compression software equivalent.

Specific requirements for Windows users:

- Microsoft Windows 7 or higher (Windows 8 recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)
- Adobe Flash Player 10 or higher

Specific requirements for Mac OS users:

- Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

[www.OSAN.edu.au](http://www.OSAN.edu.au)



OSAN Institute of Business and Technology, ACN: 151 238 685 Phone: 0410 422 170 Fax: (02) 9012 0753 | [www.osan.edu.au](http://www.osan.edu.au) | [info@osan.edu.au](mailto:info@osan.edu.au)  
RTO Number: 70252 | CRICOS PROVIDER Number: 03595K

**SYDNEY:**

Suite 2A & 4, Level 1 Greenway Plaza 222 Church Street Parramatta NSW 2150