Got the Skills?

Get the Recognition for course 11334
Bookkeeping (Certificate IV)

You don't need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

FNSACC302A – Administer subsidiary accounts and ledgers
FNSINC401A – Apply principles of professional practice to work in the financial services industry
FNSBKGD402A – Carry out business activity and instalment activity statement tasks
BSBOHS303B – Contribute to OHS hazard identification and risk assessment
BSBITU306A – Design and produce business documents
FNSBKGD401A – Develop and implement policies and practices relevant to bookkeeping activities
BSBITU402A – Develop and use complex spreadsheets
FNSBKGD404A – Establish and maintain a cash accounting system
FNSBKGD405A – Establish and maintain a payroll system
FNSBKGD403A – Establish and maintain an accrual accounting system
BSFIA401A – Prepare financial reports
FNSACC404A – Prepare financial statements for non-reporting entities
FNSACC406A – Set up and operate a computerised accounting system

Can't find the form you are looking for or need more help? Contact the Recognition Desk