

A welcome letter for people currently working as a bookkeeper or those returning to the industry

Dear Prospective Student

Historically, the level of competency among bookkeepers varies greatly as there has been no minimum qualification regulating the industry. Following the introduction of new legislation the Certificate IV in Financial Services Bookkeeping will become the minimum qualification required for people to advertise themselves as bookkeepers.

For those that already have considerable experience in the industry they may already possess the competence of a Certificate IV level graduate or higher. In this case they may wish to fast-track their Cert IV qualification through our **Recognition for Prior Learning (RPL) / Recognition of Current Competency (RCC)**.

Provided you are assessed as competent in each of the 13 units you will be awarded the Certificate IV without having to complete the individual units. Should you need training in certain areas to achieve competency we can work with you to develop a tailored learning plan.

You can complete our RPL/RCC in your own time, and from only \$1,800, it is an excellent investment in your future.

Even if you already have industry experience you may still choose to complete the full Certificate IV course. Our course is developed and delivered by current industry professionals and provides practical experience using both MYOB and Quickbooks.

Our flexible delivery allows you to complete the course either full-time, part-time or by distance learning. See the information enclosed with this letter for course content, enrolment and timetable details.

Contact us today to discuss your current situation and goals so we can prepare a training program to suit you.

Sincerely,

Rainer Griebel
Manager