

Course Content:

There are thirteen Units of competency that need to be completed to gain this qualification. Four of these Units are Core Units, seven of them are Sectoral Core Units and two of them are electives, determined by you, or your workplace engagements.

Unit Code	Unit Title
Core Units	
FNSICIND401B	Apply principles of professional practice to work in Financial Services Industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use Technology in the workplace
FNSICGEN304B	Apply Health & Safety practices in the workplace
Sectoral Core Units	
FNSBKPG401A	Develop & implement policies & practices relevant to Bookkeeping Activities
FNSBKPG402A	Establish & Maintain a Cash Accounting System
FNSBKPG403A	Establish & Maintain an Accrual Accounting System
FNSBKPG404A	Carry out BAS & IAS statement tasks
FNSBKPG405A	Establish and Maintain a Payroll System
FNSACCT405B	Prepare Financial Statements
FNSACCT406B	Maintain Asset & Inventory records
Elective Units	
Small Business Owner	
FNSICORG501B	Manage Own Professional Development
FNSPRAC501B	Manage and maintain Small/Medium Business Operation
Contract Bookkeeper	
FNSICCUS401B	Deliver a Professional Service to Customers
FNSICCUS402B	Maintain Customer Relationship
Permanent Paid Bookkeeper	
FNSICORG501B	Manage Own Professional Development
FNSICCU402B	Maintain Customer Relationship