# Guide to providers of the BAS Agent Skill set:

FNSBKG404A – Carry out BAS and IAS

FNSBKG405A – Establish and maintain a payroll system

Have you completed the above two modules?

If not, then you need to complete these 2 units before you submit your BAS agent registration/renewal.

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## Australian Training School

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Distance learning | Australia Wide | Self Paced | Start on enrolment | Both units combined $450.00 |

### Style

**Distance Learning** – Self Paced training provided in the latest version of MYOB (Accounting plus V19). We provide learner guides and easy to follow assessment materials.

Successful applicants will be issued a Statement of Attainment for the two units.

### Prerequites

None, however we assume that candidates completing these subjects have MYOB and industry experience.

### How to Apply

Telephone: 07 3205 9094

Email: info@australiantrainingschool.com.au

Website: www.australiantrainingschool.com.au

## Bookkeeping School

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Online Web Distance learning | Online | Study at own pace | Set to suit each student | BAS unit $375<br><br>Payroll Unit $375<br><br>Enrolment Assessment $50 (Compulsory for all students) |

## Style

Online at your own pace with personal trainer to keep you on track, mark work and provide feedback.

## Prerequisites

Bookkeeping knowledge

Able to pass Enrolment Assessment – (20 questions multiple choice)

## How to Apply

Telephone: 1300 468 007

Email: jill@bookkeepingschool.com.au

Website: www.bookkeepingschool.com.au

## Total Business Services & Training

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Distance learning.<br><br>Classroom Training | Online<br><br>Melbourne | Study at own pace | | Distance Learning - $230 per unit - $460 for 2 Units<br><br>Classroom Training - $325 per unit - $650 for 2 Units |

## Style

**Distance Learning** - We send students all required course materials and the student works through the units at their own pace. Our Distance Learning courses are very popular due to our practical and industry focused training style and delivery. Our training is delivered flexibly, allowing participants to better manage the demands of work, family and study. Course content and assessments build directly on and add value to participants' work-based activities.

**Classroom Training** - The units are trained 1 day per week over 4 weeks. However, due to the popularity of our classroom training courses we invariably reach our maximum attendance numbers and very rarely have free seats in our classroom courses. Consequently we very rarely offer classroom training as an option for single unit enrolments. They will only be offered if a spare seat is available in an upcoming class.

**Training Location** - Classroom Training: Suite 1115 & 1118, Level 11, 401 Docklands Drive, Docklands VIC 3008, map available here.

## Prerequites

None

## How to Apply

Telephone: 1300 88 75 85

Email: info@tbst.com.au

Website: www.tbst.com.au

## Applied Education

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Distance learning.<br><br>Classroom Training | Online<br><br>Perth | Study at own pace | Distance - commence any time<br><br>Classroom – Payroll 2 & 3 June<br><br>BAS 16 & 17 June | Distance<br>$349 each or<br>$525 for both units<br><br>Classroom<br>$499 each or<br>$725 both units |

## Style

Distance learning is self-paced.

Classroom location

## Prerequisites:

Understanding of MYOB AccoutRight is desirable.

## How to Apply

Telephone: 1800 678 073

Email: dan@appliededucation.com.au

Website: www.appliededucation.com.au

## Phoenix Business College

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Distance learning.<br><br>Classroom Training | Online<br><br>Perth - Joondalup | Study at own pace | | $400 |

## Style

Distance learning and classroom at Joondalup.

## Prerequisites

Certificate IV in Financial Services or equivalent.

## How to Apply

College Administrator
Phoenix Business College
Unit 3/1 Wise Street
Joondalup WA 6027

Telephone: 08 9301 4844

Email: jill@phoenixbusinesscollege.wa.edu.au

Website: www.phoenixbusinesscollege.wa.edu.au

## Swinburne University

| Type of Training | Location | Schedule | Cost |
|---|---|---|---|
| Distance | Online | 20th June 2011<br>8th August 2011<br>26th September 2011<br>7th November 2011 | If eligible for government funding $187 plus amenities fee.<br>If not eligible for government funding $563 plus amenities fee.<br>(Plus purchase of 2 textbooks for online and workshops) |
| Classroom | Melbourne – Croydon campus | 23rd July 2011 - FNSBKG404A Carry out business activity and instalment activity statement tasks<br>27th August 2011- FNSBKG405A Establish and maintain a payroll system | |

## Prerequisites:

At **least** a Certificate IV in Accounting or Bookkeeping

## How to Apply

Contact: Pam Tattersall

Telephone: 03 9210 1193

Email: ptattersall@swin.edu.au

Website: http://courses.swinburne.edu.au/courses/Certificate-IV-in-Financial-Services-(Bookkeeping)-FFNS40207/local

## Hornsby Ku-ring-gai Community College Inc

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Classroom Training | Hornsby, Sydney | 21 hours | Commencing 5 August and 14 October 2012 | $650 for 2 units |

## Style

Classroom training is designed with step-by-step instructions, learner guides and tutor will impart her in depth industry knowledge. Classes are kept to a maximum of 15 students.

We will provide training in the latest version of MYOB AccountRight Plus v19.

Successful applicants will be issued with a Statement of attainment for the two units.

## Student's feedback:

*"I recently completed the BAS Skills set at the Hornsby Ku-Ring-Gai Community College. The facilities were excellent with a great IT setup and the latest software. The content of the course was first class with relevant information and great realistic examples. The lecturer, Maria, has in-depth knowledge and experience in the BAS and payroll area. I was particularly impressed with how Maria related the theory with practical real life examples from her experiences in the real world. She made the course very interesting and enjoyable. She encouraged class participation and gave us great tools and leads to continue further educating ourselves beyond the course. The assessments were challenging, but not unachievable and I felt a great sense of accomplishment after completing them. I feel very fortunate to have been on this class with Maria, as I have learnt a great deal and I have taken a lot of confidence with me from completing this course. I would definitely recommend this course and the college to others."*

## How to Apply

Telephone: 02 9482 1189

Email: enquiries@hkcc.nsw.edu.au

Website: www.hkcc.nsw.edu.au

## TAFE NSW, South Western Sydney Institute

| Type of Training | Location | Hours required | Schedule | Cost |
|---|---|---|---|---|
| Distance learning. | All States | 26 weeks to complete | | $495 |
| Classroom Training | Granville | Over 3 Saturdays | When sufficient numbers | |

## Style

With both pathways there MUST be a supervised assessment, which is either done at the College or through an invigilator.

## Prerequisites

We discuss when the student is enrolling or enquiring about it whether they have minimum qualification of Certificate IV Bookkeeping or Financial Services.

## How to Apply

You can either enrol online immediately via our website OR contact one of our teachers for further information.

Telephone:
Fran Hawton 02 9682 0466 - frances.hawton2@det.nsw.edu.au
Suellen Freeman 02 9780 5539 - suellen.freeman@det.nsw.edu.au

Website:
www.swsi.tafensw.edu.au/courses/elearning/certIV_bookkeeping.aspx