Background to the Certificate IV

The educational pathway for Bookkeepers needs to be appreciated and seen as separate to that of the Accounting stream as the background, needs and aspirations of Bookkeepers varies significantly from that of Accountants. For too often Bookkeepers have been grouped with Accountants for insurance, business models and training when it is clear that the needs of a Bookkeeper are significantly different to those of an Accountant in much the same way that a Nurse is different from a Doctor.

ICB were part of the Expert Working Group that assisted IBSA (Innovations and Business Skills Australia) http://www.ibsa.org.au/training-packages/by-industry/financial-services.aspx in developing the structure for the Certificate I, II, III, IV and Diploma and Advanced Diploma in the Accounting and Bookkeeping Streams of FNS10. These levels have been set by the Australian Qualifications Framework (AQF) as an agreed nationally consistent set of qualifications for all post-compulsory education and training in Australia. The qualifications that are usually available in Training Packages are:

AQF Level	Description	Qualifications	Time
Level 10	Graduates at this level have systematic and critical understanding of a complex field of learning, and specialised research skills for the advancement of learning or professional practice.	• Doctoral degree	• 3 to 4 years
Level 9	Graduates at this level have specialised knowledge and skills for research or professional practice.	• Masters degree (extended) • Masters degree (coursework) • Masters degree (research)	• 3 to 4 years • 1 to 2 years • 1 to 2 years
Level 8	Graduates at this level have advanced knowledge and skills for highly skilled professional work.	• Graduate diploma • Graduate certificate • Bachelor degree with honours	• 1 to 2 years • 6 months to 1 year • 1 year
Level	Graduates at this level	• Bachelor	• 3 to 4

7	have broad and coherent knowledge and skills for professional work.	degree	years
Level 6	Graduates at this level have broad knowledge and skills for highly skilled paraprofessional work.	• Associate degree • Advanced diploma	• 2 years • 1.5 to 2 years
Level 5	Graduates at this level have specialised knowledge and skills for skilled paraprofessional work.	• Diploma	• 1 to 2 years
Level 4	Graduates at this level have theoretical and practical knowledge and skills for specialised skilled work.	• Certificate IV	• 6 months to 2 years
Level 3	Graduates at this level have theoretical and practical knowledge and skills for work.	• Certificate III	• 1 to 2 years
Level 2	Graduates at this level have knowledge and skills for work in a defined context.	• Certificate II	• 6 months to 1 year
Level 1	Graduates at this level have knowledge and skills for initial work and/or community engagement.	• Certificate I	• 6 months to 1 year

Source: Wikipedia http://en.wikipedia.org/wiki/Australian_Qualifications_Framework

The focus for the Accounting stream centered around the Diploma (FNS50210) the Bookkeeping stream focused on the Certificate IV (FNS40211).

Qualification details can be found at http://training.gov.au/Training/Details/FNS50210 for the Diploma of Accounting and http://training.gov.au/Training/Details/FNS40211 for the Certificate IV Bookkeeping.

The Institute of Certified Bookkeepers have focused on the Certificate IV Bookkeeping and have worked with the Tax Practitioners Board in making two of the units within the Bookkeeping course a prerequisite for registration as a BAS Agent.

These two units are:

FNSBKG404A - Carry out business activity and instalment activity statement tasks.
FNSBKG405A - Establish and maintain a payroll system