

# Individual Training Plan



<b>Qualification Code:</b>	FNS40215	<b>Qualification Name:</b>	CERTIFICATE IV BOOKKEEPING
<b>Student Name:</b>			<b>Student ID:</b>
<b>Student Email:</b>			<b>Student Phone:</b>

Units of competency required for successful completion of this training program. Core Units: Elective Units:

Order of study	Unit Code CORE	Unit Name	Teacher	RPL ✓	Credit Transfer ✓	Study Units ✓	Start of Study	Close of Study	Key Assessment Dates	Result and Date	Notes
6	BSBITU306	Design and Produce Business Documents	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
9	BSBFIA401	Prepare Financial Reports	Lyndall Ensbey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
10	FNSINC401	Apply Principles of Professional Practice to Work in the Financial Services Industry	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
11	FNSBKG401	Develop and Implement Policies and Practices Relevant to Bookkeeping Activities	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
13	FNSBKG404	Carry Out Business Activity and Instalment Activity Statement Tasks	Lyndall Ensbey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
12	FNSBKG405	Establish and Maintain a Payroll System	Lyndall Ensbey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
ELECTIVES											
Order of study	Unit Code	Unit Name	Teacher	RPL ✓	Credit Transfer ✓	Study Units ✓	Start of Study	Close of Study	Key Assessment Dates	Result and Date	Notes
3	FNSACC301	Process Financial Transactions and Extract Interim Reports	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4	FNSACC302	Administer Subsidiary Accounts and Ledgers	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
1	FNSACC303	Perform Financial Calculations	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

**Confidentiality and Disclosure of Personal Information:** TAFE Queensland East Coast complies with the Right to Information Act 2009, Information Privacy Act 2009 and the QLD Public Records Act 2002. We will not make public, disclose or use for purposes other than those required to provide the services requested, the personal information of the customer except to the extent necessary to comply with any government policy relating to the public disclosure of confidential information (which policy is in place at the time of reading this document), the customer provides written consent or we are required to by law or Court order.

7	FNSACC406	Set up and operate a computerised accounting system	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5	BSBITU304	Produce Simple Spreadsheets	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2	BSBWRT301	Write Simple Documents	Marie Morgan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
8	BSBWHS201	Contribute to Health and Safety of Self and Others	Leanne Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<b>Choose only ONE of these elective choices</b>
	BSBCUS301	Deliver and Monitor a Service to Customers	Gail Anzolin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

- ALL training, assessment and re-sits must be completed prior to the Close of Study date (COS)
- Online access will automatically cease on the Close of Study date
- Your LLN requirements will be assessed after completion of FNSACC303 and BSBWRT301
- If Recognition of Prior Learning (RPL) is required, please complete separate RPL Training Plan

Student signature and date

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Teacher signature and date

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**MODE OF DELIVERY:**

On-line Learning Management System – “Connect”

Teacher support at each Campus (Gympie, Hervey Bay and Bundaberg) in flexible classrooms