STATEMENT OF ATTAINMENT IN
BAS AGENT REGISTRATION SKILL SET  NATIONAL CODE: FNSSS00004

Under new Tax Practitioners Board regulations, bookkeepers who wish to act as a BAS Agent are now required to have completed a board approved course in basic GST/BAS taxation principles.

If you have already completed a Certificate IV in Financial Services (Accounting) or (Bookkeeping) it is likely that this competency was not included in your qualification.

To help you meet the new regulations, the Northern Sydney Institute is offering a nationally recognised online course.

COURSE STRUCTURE
Statement of Attainment | Course Code: FNSSS00004R1
This course covers the following units:
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- FNSBKG405 Establish and maintain a payroll system

Undertaking this course will ensure that your qualification is up to date and satisfies the educational requirements to act as a BAS Agent.

DELIVERY
This is an online course. You have up to 6 months to complete the course and have access to an industry qualified facilitator. You will be required to complete one written test.

COURSE FEE
$479 per student.
The course fee includes the textbook, ‘Carry out business instalment activity statement tasks’.

Unlock your potential. It starts here.  Call 131 674 or visit nsi.edu.au/studyonline
WHAT WILL BE COVERED IN THIS COURSE?

FNSBKG404 Carry out business activity and instalment activity statement tasks:

• Accurately categorise the inputs and outputs of the business
• Identify individual compliance and other requirements
• Recognise and apply GST implications and code transactions
• Extract the relevant data required from the financial records of the business, including payroll activities
• Complete the preparatory GST worksheet
• Report on other amounts withheld, pay as you go (PAYG) instalments and taxes
• Prepare and reconcile the Business Activity Statement (BAS)
• Prepare and reconcile an Instalment Activity Statement (IAS) for an individual
• Lodge activity statements

FNSBKG405 Establish and maintain a payroll system:

• Interpret and apply relevant legislative requirements
• Calculate and input data into payroll systems
• Comply with organisational guidelines relating to security and confidentiality of information

RECOGNITION OF PRIOR LEARNING

TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study.

For further general information call 131 674 or go to www.nsi.edu.au/recognition.

THE BENEFITS OF OUR ONLINE CERTIFICATES

ONLINE
Fit study around your work and lifestyle.

RECOGNITION OF PRIOR LEARNING
Get your prior learning or experience credited towards a course of study.

TERMS AND CONDITIONS

» Registration and payment are required to confirm your place and must be received before you commence your online studies.
» No refunds are given once you are enrolled. However, a substitute may participate in your place. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at August 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

CONTACT US FOR MORE INFORMATION

(02) 9448 4518 • nsi.onlinecourses@tafensw.edu.au
nsi.edu.au/studyonline

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Nationally Recognised Training

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