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) (National Code: FNS40107) it is likely that this competency was not included in your qualification.

To help you meet the new regulations, NSI is offering a nationally recognised online course:

**Statement of Attainment in BAS Agent Registration Skill Set**

TAFE NSW Course No: 20051 | Training Package: FNS10

This course covers the following units:

- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSBKG405A 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.

**Course fee**

$479 per student.

**Delivery**

This is an online course. Students have access to an industry qualified facilitator via phone, email or by appointment if necessary. You will be required to complete one written test.
What will be covered in this course?

FNSBKG404A 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

FNSBKG405A 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 (RPL)

You may be able to have your prior learning recognised and credited against a course of study.

TAFE NSW can recognise skills and knowledge you have gained in other courses, life experience, work or training provided at work.

How to enrol

Please contact 131 674 or email nsi.onlinecourses@tafensw.edu.au

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