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:

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

Statement of Attainment | Course Code: FNSSS00004R1-01V01

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.

**Course fee**

$479 per student.

The course fee includes the textbook, ‘Carry out business instalment activity statement tasks’.

**Delivery**

This is an online course. Students 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.
What will be covered in this course?

FNSBK404 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

FNSBK405 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)
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. Your online program will provide you with information on assessing your own skills against the qualification.

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

How to enrol
For more information or to enrol, email nsi.onlinecourses@tafensw.edu.au or call (02) 9448 4518.

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 January 2015. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.