



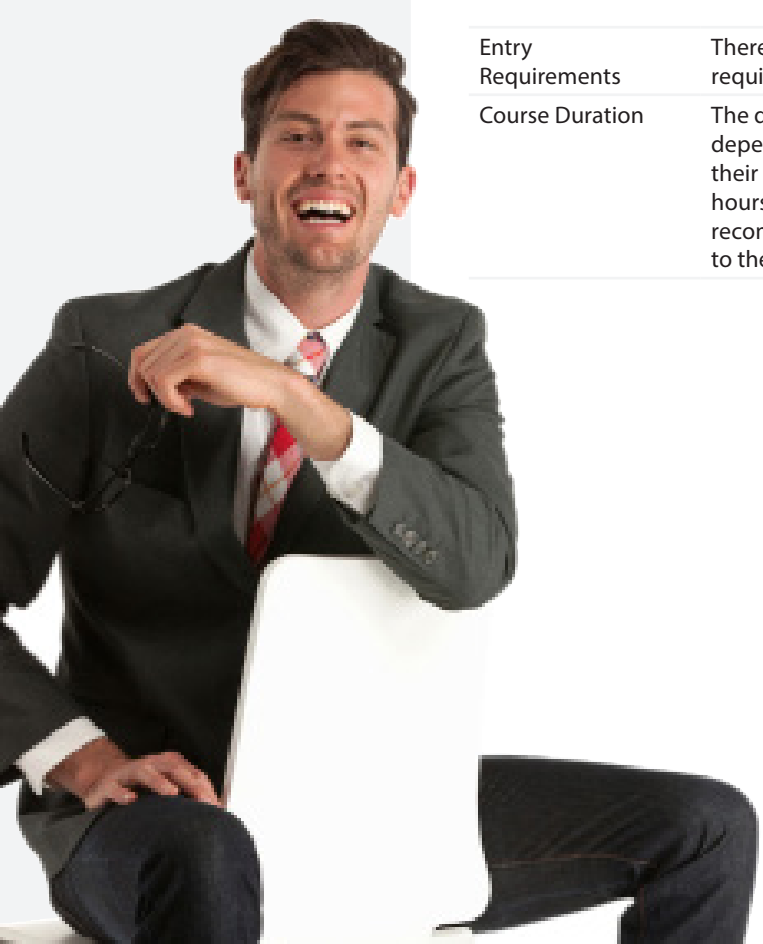
INTERNATIONAL  
INSTITUTE OF  
TECHNOLOGY

RTO 21421

For more information about  
courses and how to apply,  
please contact IIT:

Sales: 1300 88 33 46  
Facsimile: (03) 8677 6911  
Email: [education@iit.edu.au](mailto:education@iit.edu.au)

[www.iit.edu.au](http://www.iit.edu.au)



# BAS Agent Short Course

Gaining entry into the financial services field has never been easier than with IIT's nationally recognised BAS Agent Short Course. Completing this course enables you to have the core units required to become a registered BAS Agent.

## This course covers the following THREE topics:

### Introduction to the Accounting Profession

Introduces the concept of accounting and its history. Provides students with an overview of how accounting is organised within Australia. Outlines Accounting Skills, Applying Principles of Professional Practice, use of technology, communication and health and safety practices within the accounting workplace/environment.

### Accrual System of Accounting

Provides students with an overview of Details of Source Documents, Contra Entries, Adjusting Entries, Provisions (Allowances), Bad Debt, Managing Debt Recovery, Stock of Assets Used as Expenses, Depreciation, Charts of Accounts and Credit/Debit Card Payments.

### Payroll, Small Business & GST Issues

Provides students with an overview of payroll processes, using software, employee entitlements, GST Attribution, Cash Accounting Requirements, Tax Invoices, Business Activity Statement (BAS) and Introduction to the Pay As you Go (PAYG) System.

## Course Overview

The International Institute of Technology (RTO no.21421) provides quality skills based training courses necessary to become ASIC compliant and kick start your career in the fast growing financial services industry.

Entry Requirements	There are no entry or eligibility requirements for this course
Course Duration	The duration of the course will vary depending on each individual student and their prior experience and knowledge. 70 hours over a maximum of 6 months is the recommended timeframe for students new to the industry.

Assessments	True / False Questions (TF), Multiple Choice Questions (MCQ), Short Answer Questions (SAQ) and Case Study.
Exemptions and Recognition of Prior Learning (RPL)	If you have completed previous studies in the financial services area, you may be eligible for some credits towards the course by way of course exemptions. For more information on course exemptions and recognition of prior learning, visit <a href="http://www.iit.edu.au/about/">http://www.iit.edu.au/about/</a>

Distance Education	Distance or self-paced learning allows you to start a course when it suits you best. Moreover, it provides you with the flexibility to continue with your other commitments in life, such as work, parenthood and your social life. BEST OF ALL, it gives you access to our Distance Education Team who can discuss concepts, conduct skill-based role plays and provide feedback on any assessments submitted.
Qualification Pathway	This course has national recognition. We recommend you progress into the FNS40217 Certificate IV in Accounting and Bookkeeping.
Related Courses	<ul style="list-style-type: none"> <li>&gt; FNS40217 Certificate IV in Accounting and Bookkeeping</li> <li>&gt; FNS50215 Diploma of Accounting</li> <li>&gt; FNS60215 Advanced Diploma of Accounting</li> <li>&gt; FNS50615 Diploma of Financial Planning</li> </ul>

## Units of Competency Covered

To be awarded the BAS Agent Short Course, the following units of competency must be successfully achieved:

FNSTPB401	Carry Out business Activity and Installment Activity Statement Tasks
FNSTPB402	Establish and Maintain a Payroll System

*IIT cannot guarantee completion as this is dependant on successful achievement of competencies and cannot guarantee employment outcome as IIT have no part in recruitment of external entities.*



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