

BAS Agent Short Course



INTERNATIONAL
INSTITUTE OF
TECHNOLOGY

RTO 21421

For more information
about courses and how
to apply, please contact
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Australian
Qualifications
Framework



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*.

*For more information regarding registration as a BAS agent with Tax Practitioner Board (TPB), please visit

<https://www.tpb.gov.au/qualifications-and-experience-bas-agents>

This course is comprised of 3 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 BAS agent short course gives students the core units to meet certain education requirements to register themselves as a BAS agent with TPB. It also provides students with basic knowledge of using the Mind Your Own Business (MYOB) Accounting Software.

Entry requirements	Nil. Year 12 English or equivalent is recommended.
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), Case Study, Role-Play (skills assessment based off the written Case Study (video submission) and Closed Book Online Quiz or Over-the-phone Oral Assessments. For more information on assessments visit http://www.iit.edu.au/about
Required Resources	<p><i>Hardware</i> - to complete all of the assessments, learners will need a computer/laptop, preferably with USB capabilities.</p> <p><i>Software</i> - To complete all of the assessments, learners will need Microsoft Excel 2003 or later, Microsoft Word or later and internet connection. Learners will be instructed to download the Student Edition MYOB Accounting Software in this course; thye</p>

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 http://www.iit.edu.au/about
Distance Education	Distance Education is the most flexible of study options as it allows you to study anytime and anywhere. All reading material and assessments are accessed through the Moodle eLearning platform giving students flexibility to study while travelling or away from their desktop computer. This option also gives you access to our Distance Education Team comprised of experienced finance professionals who can discuss concepts 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"> > FNS40217 Certificate IV in Accounting and Bookkeeping > FNS50217 Diploma of Accounting > FNS60217 - Advanced Diploma of Accounting > FNS50615 Diploma of Financial Planning

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 Instalment Activity Statement Tasks
FNSTPB402	Establish and Maintain a Payroll System

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



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