



**FNSSS00004**

# **BAS Agent Skillset**

*Your first step towards BAS Agent registration*

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# Gain practical knowledge from the BAS Agent Registration Skill Set, focusing on the everyday tasks BAS agents handle in real work settings.

Whether you're a small business owner, admin professional, or planning to start a bookkeeping or BAS agency, this Tax Practitioners Board (TPB) Approved course from NBIA gives you the practical knowledge you need.

Begin your path to becoming a registered BAS Agent with this flexible online course, designed so you can finish your studies in your own time.

**COURSE CODE:**

FNSSS00004

**DELIVERY METHOD:**

Online, Self-Paced &amp; Supported

**QUALIFICATION LEVEL:**

Certificate or skillset

**FEES:**

Refer to the website for current fees.

**ENTRY REQUIREMENTS:**

There are no formal prerequisites for this course

**DURATION:**

6-months

**RECOGNISED:**Tax Practitioner Board Approved Course  
Nationally Recognised Qualification**ASSESSMENTS:**

- No exams!
- Practical application or simulated work environment
- Role Play
- Research and reading
- Online Supervised Assessment
- Real-life Case Studies

**CAREER OPPORTUNITIES**Registered BAS Agent  
Bookkeeper  
Accounts Assistant  
Payroll Officer**FURTHER STUDY PATHWAYS:**Credit towards the Certificate IV in Accounting and Bookkeeping  
Diploma of Accounting

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## UNITS OF STUDY

The BAS Agent Skillset includes two (2) units of competency.

### 1. Establish and maintain payroll systems (FNSTPB411)

What you'll be able to do:

- Set up and maintain compliant payroll systems for businesses
- Calculate wages, allowances, deductions and leave entitlements
- Manage PAYG withholding and superannuation obligations
- Maintain accurate payroll records in line with legislation
- Use accounting and payroll software to process payroll correctly
- Review payroll systems to ensure ongoing compliance

### 2. Complete business activity and instalment activity statements (FNSTPB412)

What you'll be able to do:

- Set up and maintain compliant payroll systems for businesses
- Calculate wages, allowances, deductions and leave entitlements
- Manage PAYG withholding and superannuation obligations
- Maintain accurate payroll records in line with legislation
- Use accounting and payroll software to process payroll correctly
- Review payroll systems to ensure ongoing compliance

This skill set meets national training standards and is a TPB approved course.

To apply for your BAS Agent registration, students must meet all other requirements set out by the Tax Practitioner Board (TPB).

Please find all up to date information at the website:

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

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## STUDENT SUPPORT

We treat every student with respect and offer outstanding support regardless of the question or situation. Studying online does not mean studying alone.

NBIA is proud to offer:

- A dedicated student Support Team
- Accessible, expert trainers and assessors
- A specific student support phone line open from 9am-6pm AEST.
- A 24 x 7 online support system for lodging callbacks and requests for answers
- Student Facebook Group

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## TRAINERS AND ASSESSORS

### Graeme

Graeme Duff is a CPA with over 30 years' industry experience and more than 20 years running his own public accounting practice. He is committed to making accounting concepts clear, practical and directly applicable to real-world accounting and bookkeeping businesses.

### Ruheena

Ruheena is a CPA, Registered Tax Agent and Registered ASIC Agent with strong, current industry experience. As a Xero Adviser and owner of an accounting and tax practice, she brings practical, real-world insights into her training and is committed to helping students build compliant, industry-ready skills in accounting, taxation and BAS services.

### Shirin

Shirin has over 13 years' experience in accounting and education and holds a Master of Accounting, along with qualifications in management, business administration and project management. Having progressed through Certificate IV and Diploma pathways herself, she understands the student journey and supports learners with practical, real-world accounting and business insight.

### Jana

Jana is a Global Chartered Management Accountant (CGMA) with over 15 years' industry experience and teaching experience since 2018. She brings clear, supportive guidance to help students confidently apply accounting, payroll and BAS concepts in real-world contexts.



***“Outstanding support and clear guidance – I felt confident and supported throughout my studies at NBIA.”***

***“Shirin’s knowledge, patience and support made the learning experience smooth, enjoyable and confidence-building.”***

***“I felt supported every step of the way and would highly recommend NBIA to anyone considering further study.”***

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## WHAT YOU NEED TO KNOW

### Is there any recognition of prior learning or credit transfer?

NBIA recognises that some students bring prior skills, knowledge or qualifications. Through Recognition of Prior Learning (RPL) and Credit Transfer (CT), we assess existing formal, non-formal and informal learning to determine whether required competency outcomes have already been met, allowing eligible students to focus only on the skills they need to develop.

All students can apply for RPL. For more information on RPL and any associated fees, please speak with one of our enrolments officers.

### What learning materials are included?

Once you have successfully enrolled in the course you will have access to the following resources for each unit of study: digital training manuals; reference documents such as case studies, exercises, examples, templates and additional reading.

No textbooks are supplied for this course.

### What will I need to provide myself?

Each student requires access to a computer and a reliable internet connection. You will also require Microsoft Office programs such as Word, Excel and PowerPoint. A smart phone camera or webcam is required for roleplays and supervised assessments.

### How can I pay for the course?

We want everyone to access education so we make it as affordable and accessible as possible. For this reason, we offer interest-free payment plans so you can get started sooner. You may choose one of the following three options:

**Payment plan** - Interest Free - \$1500 upfront payment. Monthly payments are made over a maximum duration of 12 months.

**Direct deposit (EFT)**- Make a direct Electronic Funds Transfer to NBIA. Details on the invoice provided.

**Pay in full** – all short courses (fees less than \$1500) are payable in full at time of enrolment. Credit card options are available via STRIPE

Find more Frequently Asked Questions at the [NBIA Website/FAQ](#).

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## PRACTICAL TRAINING

At the National Business Institute of Australia, we equip our accounting students with the essential skills needed to excel in the modern accounting landscape. As part of our comprehensive curriculum, students gain hands-on experience with Xero and/or MYOB, two of the most widely used accounting software platforms in the industry.



**Real world application** - students learn to manage bookkeeping, payroll, invoicing and financial reporting using XERO and MYOB mirroring real world accounting tasks.

Gain confidence and competence by working through simulated business scenarios that prepare students for real-life challenges in accounting.

**Industry recognised skills:** Training with these popular platforms ensures students develop skills that are highly valued by employers giving them a competitive edge in the job market.

**Expert instruction:** Our experienced trainers provide in depth, step by step guidance, ensuring students build a solid foundation in accounting software.

## INDUSTRY CONNECTIONS

At the National Business Institute of Australia (NBIA), we know that building strong professional connections is a cornerstone of a successful accounting career. That's why we ensure our accounting students are connected to the Institute of Public Accountants (IPA), one of Australia's leading professional accounting bodies.



### Benefits of Connecting with Industry:

**Professional Recognition:** Memberships provide a stepping stone to recognized professional status in the accounting field.

**Networking Opportunities:** Connect with seasoned accounting professionals, attend exclusive events, and engage in workshops that enhance your industry knowledge and professional network.

**Career Development Resources:** Access to up to date resources including career guides, webinars, and technical updates to stay ahead in the fast-evolving field of accounting.

**Mentorship and Guidance:** Benefit from mentorship opportunities and support from experienced other industry members who can provide valuable career advice and insights.

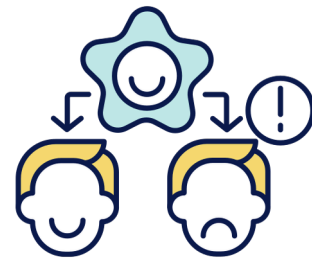
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## CONNECT WITH YOUR PEERS

NBIA accounting students have access to a vibrant community Facebook group where they can connect with their fellow peers and make meaningful connections, share experiences and support each other through their studies. This group is the perfect place for our students to:



**Network and exchange ideas**



**Share study tips, course materials and helpful resources**

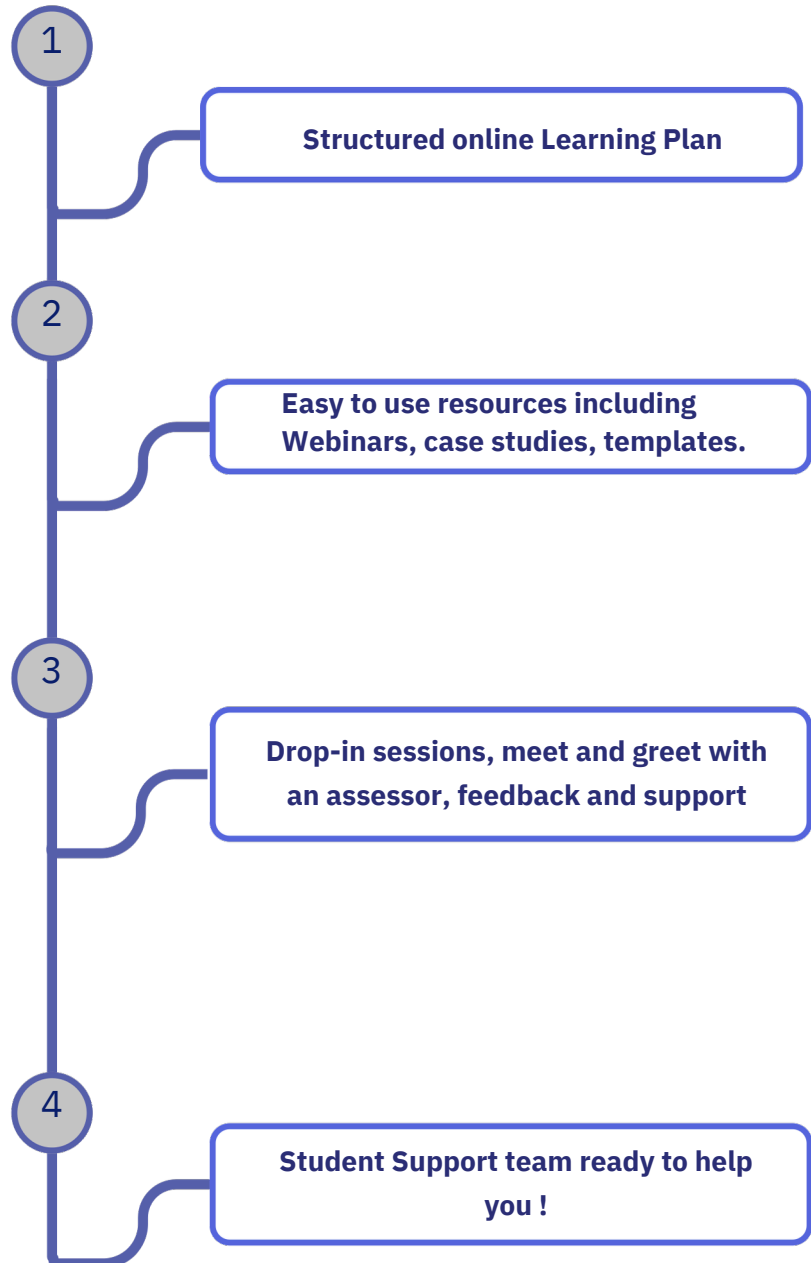


**Stay updated and get the latest news on upcoming events, webinars and important announcements directly from NBIA**



**Engage in discussions, ask questions and collaborate on assignments or projects**

## COURSE BENEFITS



## PATHWAYS & NEXT STEPS

This skill set:

- Supports BAS Agent registration with the TPB (subject to experience)
- Provides credit towards higher-level accounting qualifications
- Is an ideal pathway into the Certificate IV in Accounting and Bookkeeping or Diploma of Accounting

## READY TO TAKE THE NEXT STEP?



# 1

Speak with our Course Advisors to discuss:

- Course suitability
- Entry pathways
- Current fees and payment options
- Registration and career outcomes



# 2

Complete the Enrolment Form and Pre-Training Survey by clicking here : [Enrol](#) (or via the website.)



# 3

Access your online portal to get started and 'meet & greet' your assessor.



03 9584 0900



[info@nbia.edu.au](mailto:info@nbia.edu.au)



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

[Register Online](#)