

## **BAS Agent Skillset FNSSS00004**

# Ready to run your own race?

## The BAS Agent Registration Skill Set course offers real world insight into the most common tasks a BAS agent will encounter on a daily basis.

Perfect for small business owners or admin staff who want more financial knowledge, or those wanting to set up a bookkeeping/BAS agency, NBI's expert team of trainers proudly offers this Tax Practitioners Board (TPB) Approved course.

This is the best first step to becoming a registered Tax Agent and, delivered online, it offers full flexibility to complete the qualification when it suits you.

**CODE:**

FNSSS00004

**DELIVERY METHOD:**

Online, 2 Units of study

**QUALIFICATION LEVEL:**

Certificate or skillset

**COST:**

\$770

**ENTRY REQUIREMENTS:**

There are no formal prerequisites for this course

**DURATION:**

3 Months

**NATIONALLY RECOGNISED:**

Yes

**ASSESSMENTS:**

- Multiple choice
- Role Plays
- Short answer questions

**FURTHER STUDY PATHWAYS:**

This course is a great preparation for a certificate or diploma level course. The units covered provide credit towards the Certificate IV in Accounting and Bookkeeping or Diploma of Accounting



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## UNITS OF STUDY

The BAS Agent Skillset requires students to complete 2 units of competency for accreditation.

Whilst it is a nationally accredited qualification that meets the requirements of the TPB, to become a registered BAS agent the TPB must be satisfied that your qualifications and experience meet all necessary obligations as outlined in the Tax Agent Services Regulations 2009.

- FNSTPB402**      Establish and maintain payroll systems
- FNSTPB401**      Complete business activity and instalment activity statements

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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 you're alone.

NBIA is proud to offer:

- A dedicated student services support team
- Accessible, expert trainers and assessors
- A specific student support phone line open from 8am-5pm AEST.
- A 24x7 online support system for lodging callbacks and requests for answers



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## WHAT YOU NEED TO KNOW

### How is the course delivered?

The course is delivered entirely online; you have access to materials and course content soon after enrolment. You can study at your own pace, from anywhere – full flexibility to ensure your success.

### What is the duration of the course?

The course is designed to be completed within 12 months. However, depending on other commitments, some students may take longer to finish whilst others may complete it sooner.

### Are there any entry requirements?

There are no formal entry requirements for this course.

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## WHAT YOU NEED TO KNOW

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

The NBIA assessment system includes the evaluation and recognition of existing skills. We appreciate that some students come to a course with prior knowledge or qualifications and are simply looking to 'top up' their competence rather than complete the entire skillset again. Our Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) process assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes.

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: Video tutorials covering key concepts; digital training manuals; reference documents such as case studies, exercises, examples and additional reading.

### 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.

### 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 - Payment plans are available. All payment plans start with an initial payment of \$1500 upfront, which is a non-refundable payment, followed by equal monthly payments based on payment plan duration.
- Finance option / student loan - interest free loans available from 12 to 36 months.\*
- *(Only available on courses over \$1500; loan is with NBIA's strategic finance partner)*  
Direct debit option - Easy payments direct with NBI, up to 6 months maximum repayment term.
- Pay in full – all short courses (fees less than \$1500) are payable in full at time of enrolment. Employers who are funding courses for employees may pay in full for courses with fees over \$1500.

\* Only available on courses over \$1500; loan is with NBIA's strategic finance partner.

## READY TO ENROL?

Follow this simple process to get started today!



# 1

Click the button below and fill out the enrolment form with your details and payment option.



# 2

Watch your inbox for full details on how to set up for online studying success.



# 3

Start Unit 1 of your course!



03 9584 0900



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

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