

Unit	Title	FNS40210	FNS40610	Delivery Mode
FNSINC401A	Apply principles of professional practice to work in the financial services industry	BKPG - CORE	ACCT - CORE	Non Comp
FNSBKG401A	Develop and implement policies and procedures relevant to bookkeeping activities	BKPG - CORE		
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	BKPG - CORE	ACCT - CORE	Non Comp
FNSACC403A	Make decisions in a legal context		ACCT - CORE	Non Comp
FNSACC303A	Perform Financial Calculations	BKPG - ELECT	ACCT - ELECT	Non Comp
FNSACC406A	Set up and operate a computerised accounting system	BKPG - ELECT	ACCT - CORE	Comp Lab
FNSACC301A	Process financial transactions and extract interim reports	BKPG - ELECT	ACCT - CORE	Comp Lab
FNSBKG402A	Establish and maintain a cash accounting system	BKPG - CORE		Comp Lab
FNSBKG403A	Establish and maintain an accrual accounting system	BKPG - CORE	ACCT - ELECT	Comp Lab
BSBFIA401A	Prepare financial reports	BKPG - CORE	ACCT - CORE	Comp Lab
BSBITU306A	Design and produce business documents	BKPG - CORE	ACCT - CORE	Comp Lab
FNSACC404A	Prepare financial statements for non-reporting entities	BKPG - ELECT	ACCT - CORE	Comp Lab
FNSBKG404A	Carry out business activity and instalment activity statement tasks	BKPG - CORE	ACCT - CORE	Comp Lab
FNSBKG405A	Establish and maintain a payroll system	BKPG - CORE	ACCT - ELECT Compulsory BAS	Comp Lab
FNSACC302A	Administer subsidiary accounts and ledger		ACCT - ELECT	Comp Lab

**Note: estimated hours of delivery will depend on your RTO's training delivery strategy. These suggested electives are not the only units we have to offer and seek clarification from the training package.**

Unit	Title	FNS30310	Delivery Mode	Potential RCC for Lvl IV
BSBWOR204A	Use business technology	CORE	Comp Lab	
FNSINC301A	Work effectively in the financial services industry	CORE	Non Comp	
BSBOHS303B BSBOHS201A	Contribute to OHS hazard identification and risk assessment	CORE	Non Comp	Yes
FNSACC303A	Perform financial calculations	CORE	Non Comp	Yes
BSBFIA301A	Maintain Financial Records	ELECT	Non Comp	
FNSACC406A	Set up and operate a computerised accounting system	ELECT	Comp Lab	Yes
FNSBKG402A	Establish and maintain a cash accounting system	ELECT	Comp Lab	Yes
FNSACC301A	Process financial transactions and extract interim reports	CORE	Comp Lab	Yes
FNSACC302A	Administer subsidiary accounts and ledger	CORE	Comp Lab	
BSBCUS301A	Customer Service	ELECT	Non Comp	
BSBWRT301A	Write Simple Documents	CORE	Comp Lab	