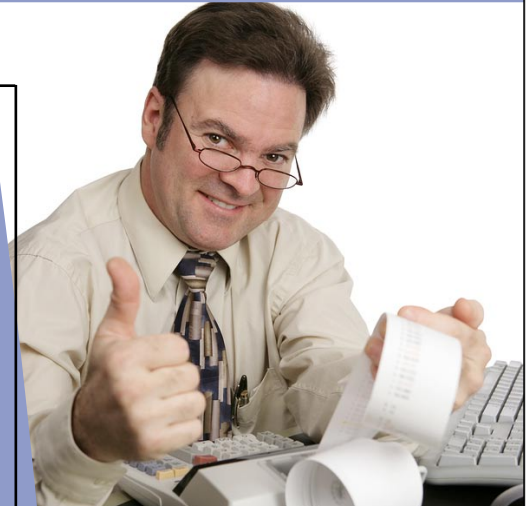
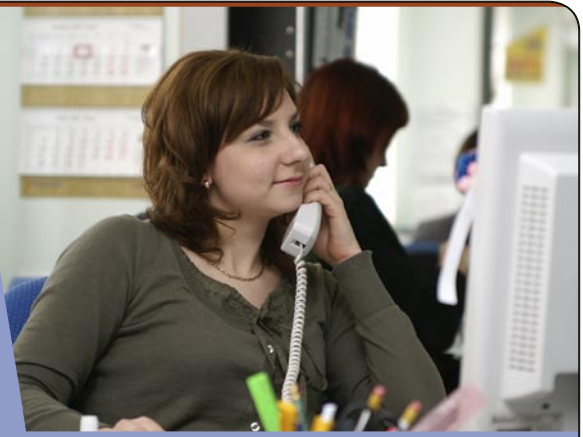




AustralianCollege<sup>QED</sup>

# *BAS Agent Registration Skill Set*



This course is delivered over 1 weekend and students are required to undertake two assignment projects from home or the workplace and submit them to the College for marking. Students are provided with all study materials required to complete the course (except for software). There is no trial period on this course.

**Learning method:** Classroom

**Location:** Royal Campus Bondi Junction

**Enrolment closes:** 4 March 2011

**Class attendance dates:** Saturday 5th and Sunday 6th March

**Class attendance hours:** 10.00 - 5.00 (1/2 lunch break)

**Student numbers:** Maximum 25 students

**Requirements:** Students require access to a computer with printer and Internet connection to undertake research and complete the two assignments. Access to MYOB is required.

**Prerequisites:** Prior experience in bookkeeping or accounting and MYOB is essential. Students must have good English literacy and numeracy. Students need to be working for an employer or as a contractor with their own ABN.

**Course Fee Only \$225** (usually \$560)

Applicants on Centrelink assistance may be eligible for a concession fee of \$51

Aboriginal and Torres Strait Islanders are eligible for full fee exemption.

Evidence required: Applicants must complete a Fee Concession/Exemption form and supply a copy of Centrelink Statement.

Enrol now. Contact Australian College QED on 1800 790 390 and ask for Leonie or Kasia.

*We change peoples lives ...*



## Course Outline

### Tutorial 1. Establish and Maintain a Payroll System FNSBKG405A

Topic 1: Introduction to payroll requirements  
Topic 2: Payroll functions  
Topic 3: Establish and maintain a payroll system practical

- Lesson 1: About this Workbook
- Lesson 2: Payroll legislation and requirements
- Lesson 3: Payroll command centre
- Lesson 4: Processing pays
- Lesson 5: Payment of deductions withheld
- Lesson 6: End of payroll year
- Lesson 7: Processing payroll and handling enquiries exercise
- Lesson 8: Setting up payroll data file
- Lesson 9: Payroll consolidation exercise
- Lesson 10: Payroll procedures – legislation
- Lesson 11: Employee/ Employer obligations
- Lesson 12: Timesheets
- Lesson 13: Other payroll issues
- Lesson 14: Payroll exercise

Topic 4: Tutorial summary

### Tutorial 2. Carry Out Business Activity and Instalment Activity Statement Tasks (BAS) FNSBKG404A

Topic 1: GST basic requirements and compliance  
Topic 2: GST registration and obligations  
Topic 3: Your cash flow  
Topic 4: Documentation and reporting  
Topic 5: GST calculations for BAS  
Topic 5: Completing and reconciling the BAS  
Topic 6: Check your progress  
Topic 7: Tutorial summary

This course meets the Australian Taxation Office's (ATO) requirements under the new legislation for BAS Agent Registration Skill Set. To find out more about the ATO's legislation and the requirements of a BAS agent visit the new Tax Practitioners Board at: [www.tpb.gov.au](http://www.tpb.gov.au)

