



CATHOLIC SCHOOLS OFFICE, LISMORE DIOCESE 7054

THE INFORMATION PROVIDED IS CORRECT AT 6 APRIL 2017

FINANCIAL SERVICES

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

COURSE DETAILS

QUALIFICATION OUTCOMES	Students who demonstrate competency in the required units of competency will be eligible for Certificate III in Financial Services FNS30115
HOURS	240 hours
DELIVERY	Face-to-face by qualified staff
TYPE	Board Developed Course Category B
DURATION	2 years
UNIT VALUE	2 unit Preliminary 2 unit HSC
SPECIALISATION	Yes
HSC EXAM	Yes
ATAR	Yes
WORKPLACEMENT	Mandatory 70 hours
RECOGNITION	National AQF and HSC Qualification
SBAT	Opportunity to complete a School Based Apprenticeships or a Traineeship and gain credit towards the HSC
ENTRY REQUIREMENTS	There are no formal entry requirements for this qualification
COURSE FEES	A course fee is generally charged by schools to cover consumable materials. Your school will provide further information.
RESOURCES REQUIRED	The school will provide details of any other resources required.
RECOGNITION OF PRIOR LEARNING	RPL is available for students who have previously gained the skills and knowledge required. Your school will provide further information.

UNITS OF COMPETENCY

• Contribute to health and safety of self and others	BSBWHS201
• Work effectively with others	BSBWOR203
• Use business technology	BSBWOR204
• Work effectively in the financial services industry	FNSINC301
• Establish client relationship and analyse needs	FNSASIC301
• Develop, present and negotiate client solutions	FNSASIC302
• Provide customer service in a retail agency	FNSRTS301
• Perform financial calculations	FNSACC303
• Balance cash holdings	FNSRTS308
• Process payment documentation	FNSACM303
• Maintain business records	BSBRKG304
• Produce spreadsheets	BSBITU304
• Process financial transactions and extract interim reports	FNSACC301
• Be MoneySmart	FNSFLT301

ASSESSMENT

This course is competency based and the student's performance is assessed against prescribed industry standards. Assessment methods may include:

- Observation
- Student Demonstration
- Questioning
- Written tasks
- Tests
- Portfolio
- Project

PERSONAL REQUIREMENTS

- Able to work methodically, accurately and neatly
- Good oral and written communication skills
- Able to work as part of a team
- Neat personal appearance.

CAREER PATHWAYS

Depending on the sector entered specialist FNS10 Financial Services Training Package qualifications at Certificate III and IV would support career progression

The following industry sectors relate to this qualification.

- Accounting and Bookkeeping
- Business Administration
- Business Services
- Financial Services
- Government Administration
- Human Resource Management
- Local Government
- Local Government Regulation
- Superannuation

JOB ROLES

- Bank Customer Service Assistant
- Insurance Clerk
- Superannuation Assistant
- Trainee Trust Officer

DUTIES & TASKS IN THE FINANCIAL SERVICES

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties such as:

- responding to customer enquiries
- sales and service
- maintaining financial records
- performing clerical duties
- applying fundamental skills in banking, credit management, insurance and retail financial services

FURTHER STUDY

- Certificate IV in Accounting
- Diploma of Accounting

For further information: <http://www.myskills.gov.au/>

Type the qualification code into the search bar, then click on the qualification title.

Explore Career Pathways and Student Outcomes including Employment, Salary, Occupations



FINANCIAL SERVICES



FOR MORE INFORMATION CONTACT:
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