



Customised Training Pty Ltd

FNS30107

Certificate III in Financial Services

Course Overview

This qualification is designed to reflect the role of entry level employees working across the entire financial services spectrum who perform routine duties such as; responding to customer enquiries, sales and service, maintaining financial records, performing clerical duties, and applying fundamental skills in broking, distribution, banking, credit management and retail financial services.

Qualification

Upon successful completion of this course students will be awarded the nationally recognised qualification Certificate III in Financial Services FNS30107.

Course Requirements

13 units of competency must be completed including (4) core units (if not previously attained) and nine (9) specialist stream units.

CORE UNITS (Complete all four)	
Code	Unit Title
FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the Workplace
FNSICGEN302B	Use Technology in the Workplace
FNSICGEN304B	Apply Health and Safety Practices in the Workplace

Complete 9 Specialist Stream

ASIC Compliance – Tier 2 (select two)	
Code	Unit Title
FNSASIC301B	Establish Client Relationship and Analyse Needs
FNSASIC302B	Develop, Present and Negotiate Client Solutions
Account Management Stream (select six)	
Code	Unit Title
FNSICACC301B	Administer Accounts Payable
FNSICACC302B	Administer Financial Accounts
FNSICACC303B	Prepare, Match and Process Receipts
FNSICACC304B	Prepare and Bank Receipts
FNSICACC305B	Process Payment Documentation
FNSICACC306B	Process Journal Entries
FNSICACC307B	Reconcile and monitor accounts receivable
Business Stream (select one)	
Code	Unit Title
BSBCM207A	Prepare & Process Financial/Business Documents
BSBCM308A	Maintain Financial Records

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

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Vocational Outcomes

Participants who complete this program are qualified to work in the financial services sector as Customer Service Officer, Bookkeeper, Finance Clerk, Insurance Clerks, Accounts Payable/Receivable, Payroll Clerk and Cashier.

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding you a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Financial Services (FNS40104) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

For more information, please contact CTCS today.

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