



Customised Training Pty Ltd

FNS40107

Certificate IV in Financial Services

Course Overview

This course provides participants with a structured pathway for developing competencies necessary to work in a business or financial environment. To successfully complete Certificate IV in Financial Services, students are to satisfactorily complete four (4) core units (if not previously attained) and nine (9) specialist stream units.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate IV in Financial Services FNS40107.

Course Requirements

13 units of competency must be completed including 4 core units and 9 specialist units.

CORE UNITS (Complete all four)	
Code	Unit Title
FNSICIND401B	Apply principles of professional practice to 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 Elective Units

ASIC Compliance – Tier 2 (Compulsory if PS146 Compliance is required)	
FNSASIC301B	Establish client relationships and analyse needs
FNSASIC302B	Develop, present and negotiate client relationships

Specialist Stream Electives - (Select 7 or 9 if not completing the ASIC compliance units above)	
FNSICGEN401B	Participate in formal communication processes
FNSICGEN402B	Participate in negotiations
FNSICGEN403B	Collect, assess and use information
FNSICGEN404B	Resolve Disputes
FNSFMKT401B	Reconcile financial transaction
FNSICACC401B	Evaluate and authorise payment requests
FNSICCUS401B	Deliver a professional service to customers
FNSACCT403B	Prepare operational budgets
FNSMERC301B	Collect debts
FNSACCT504B	Prepare financial reports for a reporting entity
BSBWOR402A	Promote team effectiveness
BSBFIA401A	Prepare financial reports

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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FNS40107 Certificate IV in Financial Services

Vocational Outcomes

Team Leader of Finance Department, Accounts Clerk, Accounts Payable/Receivable Officer

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 Diploma of Management (BSB51107) 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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