

CERTIFICATE III IN FINANCIAL SERVICES

COURSE CODE FNS30115

INTAKE Semester 1

ANTICIPATED DURATION 12 months

DELIVERY MODE Online- Self-Directed Learning
2x Support lessons- EJEHS
Available via Local Delivery

ENTRY REQUIREMENTS

Successfully completing and passing the LLN aptitude test
80% or above actual attendance at their host school
A commitment of 20% of the course cost is required to be paid to EJEHS by Week 8 Monday (2 December 2019). If this payment does not occur/is not complete then the Student will be put into a reserve subject selected in Subject Counselling.
Provide documentation of successful work placement in a related industry pathway.

SACE/ATAR ATTAINMENT

45 Credits at SACE Stage 2
This course can be used to gain an ATAR.

INDICATIVE COSTING

TAFESA \$1400- A payment plan or the use of Centrepay can be negotiated with TAFESA to cover the costs of this course. (20% of the course cost needs to be paid to EJEHS by 2 December 2019 as a deposit)

ASSESSMENT TYPE

Competency-based assessment is applied to a range of assessment tasks according to the units being assessed. There are both theoretical and practical tasks.

SUBJECT DESCRIPTOR

This qualification is designed to develop the skills and knowledge required for administrative, clerical and customer service roles in business services, banking, credit management, insurances and retail financial services in the private and public sector.

CURRICULUM CONSIDERATIONS

Students selecting this course are required to meet the following criteria;

- Undertake the EJEHS VET application and selection process
- Prepared to complete minimum of 35 hours work placement through the duration of the course.



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NATIONAL CODE	UNIT NAME	NOMINAL HOURS
Core Units		
BSBWOR204	Use business technology	20
BSBWHS201	Manage person stress in the work place	20
BSBWOR203	Work effectively with others	15
FNSINC301	Work effectively in the financial services industry	30
Elective Units		
BSBWOR301	Organise personal work priorities and development	30
FNSFLT301	Be MoneySmart	40
BSBCUS301	Deliver and monitor a service to customers	35
BSBITU304	Produce spreadsheets	35
BSBWRT301	Write simple documents	30
FNSRTS306	Process customer transactions	50
FNSACM302	Prepare, match and process receipts	10
FNSACM303	Process payment documentation	10
FNSACM301	Administer financial accounts	10
		Total hours 335