

# Certificate III in Financial Services

## FNS30122

### Why Choose NEVC for your Training Needs?

#### Qualification Overview

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.



#### Customised to your business needs

Training and assessment can be flexible and tailored to individual or business needs, built the way the employer wants. Options include:

- on-line or workbooks, with no face-to-face classes to attend, supported by the trainer (phone & email contact)
- In the workplace, supported by visits by the trainer.
- A combination of both



#### Trainers are highly experienced

Our trainers are all qualified workplace trainers/assessors as well as having extensive experience working in a financial services environment.

#### Comprehensive RPL Process

Our trainers are committed to recognising an individual's industry knowledge and experience.

Depending on an individual's ability, and their exposure to industry, there is the ability to fast-track many aspects of the training.



#### Rolling Intakes

Training can start at any time throughout the year – no need to wait for a new semester to begin.

#### Course Fee

This qualification may be subsidised by the South Australian Government for eligible participants signed up to a Contract of Training.

Contract of Training: **\$600**

Non-Contract: **\$3,300**



This course is subsidised by the Government of South Australia for eligible participants, visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for Participant Eligibility Criteria.

**For further information please contact us on  
8397 9500 or [nevc@neda.asn.au](mailto:nevc@neda.asn.au)**

# Training Plan (Sample)

The Certificate III in Financial Services has a good level of flexibility when selecting units for the training plan. There is 1 compulsory core unit, with an additional 11 elective units required (12 units in total). The elective units can be selected from a vast range of subject areas including:

- Accounting
- Account management
- Industry advice
- Financial retail services
- Credit management
- Superannuation
- Industry capability
- Customer service
- Financial literacy

<b>Certificate III in Financial Services – FNS30122</b>		
Unit Code	Unit Title	Nominal Hours
<b>Core Units</b> (1 required)		
FNSINC311	Work effectively in the financial services industry	30
<b>Electives</b> (11 required)		
BSBFIN302	Maintain financial records	60
FNSACC321	Process financial transactions and extract interim reports	60
FNSACC323	Perform financial calculations	30
FNSASIC311	Establish client relationship and analyse needs	50
FNSRTS308	Balance cash holdings	10
FNSRTS315	Process customer accounts	50
FNSRTS316	Process customer transactions in retail financial organisations	50
FNSSAM311	Provide ancillary products and services that meet client needs	25
BSBINS307	Retrieve information from records	25
BSBINS309	Maintain business records	30
BSBOPS304	Deliver and monitor a service to customers	35
<b>Total</b>		<b>455</b>

