FNS30115 Certificate III in Financial Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSINC301</td>
<td>Work effectively in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
<td>Core</td>
</tr>
<tr>
<td>BSBRKG304</td>
<td>Maintain business records</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSRTS305</td>
<td>Process customer accounts</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSCRD302</td>
<td>Monitor and control accounts receivable</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSCRD405</td>
<td>Manage overdue customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCCMM301</td>
<td>Process customer complaints</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
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**Qualification Packaging**

Alternate elective units of competency may be available, within the capabilities of Adelaide College of Technical Education, as listed in the National Training Package FNS Financial Services available from [www.training.gov.au](http://www.training.gov.au).

**Outcome**

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Indicative Job Roles after completion could be:
- Accounts Clerk
- Payroll and Accounts Clerk
- Collections Clerk

For latest and updated information **PLEASE** refer to College website [http://www.acte.sa.edu.au/](http://www.acte.sa.edu.au/)
# Course Information

## FNS30115 Certificate III in Financial Services

**CRICOS Course Code:** 087829B

### Entry Requirements

- Satisfactory completion of primary and secondary education of approximately 12 years duration
- 18 years of age or older
- English language proficiency of IELTS 5.5, TOEFL iBT46, PTE Academic 42 or equivalent

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.

### Duration

720 Hours Training i.e. 52 weeks total duration. Four (4) by nine (9) study week terms with intervention or term breaks with classes at 20 hours of study per week.

### Tuition Fee

AUD $8,100.00 (Tuition Only)

### Enrolment fees

AUD $500.00 Payment upon registration. Included in the tuition fee.

### Materials Fee

AUD $500 Covering the purchase of all required text books and reference material. Payment upon registration. Included in the tuition fee.

### Non fee requirement

Students must purchase prior to starting the course: one (1) USB storage device of at least 2GB

### Tuition Fee Payment

In advance by a negotiated agreement. Normally 4 - 5 instalments after enrolment.

### Protection of fees paid in advance

Student fees paid in advance are protected through the establishment and maintenance of the Tuition Protection Service (TPS) [https://tps.gov.au/Home/](https://tps.gov.au/Home/), which will assist you in finding an alternative course or get a refund if a suitable alternative course is not found.

### Assessment

ACTE will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.

### Course Conduct

The program will be delivered by ACTE at a location that meets ACTE environmental requirements as an institution based Training and Assessment program.

The course program will be available to be completed over a period of 52 weeks. The indicative program is as listed on page one (1) of this brochure.

A students program is considered to have completed of a successful academic program with a determination of **COMPETENT** in thirteen (13) Units of Competency over a maximum period of 52 weeks. The delivery method that will be available is face to face institution based. There will be scheduled breaks during the year for the application of intervention methods for affected student's methods and a term break for others; there is a programmed extended break during December/January.

### Recognition of Prior Learning (RPL)

- is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Adelaide College of Technical Education confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Adelaide College of Technical Education promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Adelaide College of Technical Education.

V1.01 June 2015