# FNS30115

# CERTIFICATE III

# IN FINANCIAL SERVICES

Nationally Recognised Training

ARC TRAINING
Making career development easy

## OVERVIEW

This qualification reflects the role of individuals to work in entry-level roles in the financial services industry. To develop and build a broad range of knowledge and skills. To work effectively and carry out a range of activities to process financial transactions, use technology and extract reports for customers and provide support to the team.

This course can be delivered as a flexible program of classroom training and self-paced learning activities.

## QUALIFICATION STRUCTURE

There are thirteen (13) units of competency to complete, comprising of four (4) core units and nine (9) elective units of competency. Please see the next page for our standard FNS30115 Certificate III in Financial Services.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection.

ARC Training offers the opportunity to go through a Recognition of Prior Learning (RPL) process. Please talk to an ARC Training representative about applying for RPL or a credit transfer.

### Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI, complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

### Educational Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- ☑ FNS41815 - Certificate IV in Financial Services
- ☑ BSB40215 - Certificate IV in Business

## Where will the training take place?

Training and Assessment will take place:

**Classroom:** Training and assessment takes place in a classroom and involves discussions.

**Self-directed learning:** Read and study course material, research and review assessment in their own time.

**Assessment:** Assessment may include written questions, projects, observations and third party reports.

## What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

## How long will the program run?

The duration of the course is 12 months.

## Possible job roles

- ☑ Office administrator
- ☑ Accounts officer
- ☑ Administrator

## How much will it cost?

**Fee for Service:** $4,000

ARC Training can organise a payment plan with you to cover the cost of the course. Please contact an ARC Training representative for more information on 1300 793 146 for NSW or 1300 793 184 for QLD.

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CALL US NOW!
1300 793 146
arctraining.com.au

# FNS30115 CERTIFICATE III IN FINANCIAL SERVICE

## 01 CORE

| | |
|---|---|
| **BSBWHS201** | Contribute to health and safety of self and others |
| **BSBWOR203** | Work effectively with others |
| **BSBWOR204** | Use business technology |
| **FNSINC301** | Work effectively in the financial services industry |

## 02 ELECTIVE

| | |
|---|---|
| **FNSACC301** | Process financial transactions and extract interim reports |
| **FNSACC303** | Perform financial calculations |
| **BSBCUE203** | Conduct customer engagement |
| **BSBRKG304** | Maintain business records |
| **FNSCRD301** | Process applications for credit |
| **FNSACM303** | Process payment documentation |
| **FNSRTS305** | Process customer accounts |
| **BSBITU304** | Produce spreadsheets |
| **BSBWOR301** | Organise personal work priorities and professional development |

*Please note: electives may change, depending on organisational and student needs.*

### Why participate in training?

- To receive a nationally recognised qualification.
- To further develop your career.
- To formalise your skills and knowledge.
- To learn to perform your job easier and better.

### Learning Support

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.

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**Assessments will be carried out throughout the duration of the qualification. Feedback will be given to students as they progress through the qualification.**