

## Financial Services

BOS course name	Pattern of study	BOS course number	Schools Online entry advice
Financial Services (240 hours)	2 units x 2 years	65316 (school/private provider delivered)	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
		65310 (TAFE NSW delivered)	
Financial Services (300 hours)	2 units x 2 years	65316 (school/private provider delivered)	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
		65310 (TAFE NSW delivered)	
	<b>and</b>		
	1 unit x 1 year	65315 (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery
65311 (TAFE NSW delivered)			

<b>AQF VET qualification</b>	Certificate III in Financial Services (Accounts Clerical) (FNS30304) Certificate III in Financial Services (FNS30107)
------------------------------	--

<b>Minimum work placement</b>	For school-based trainees mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.
-------------------------------	--

<b>Exclusions</b>	Accounting
-------------------	------------

*For TAFE NSW delivery only:*

TAFE course name	TAFE course number
Certificate III in Financial Services (Accounts Clerical)	19191
Certificate III in Financial Services	17776

## **HSC unit credit and course requirements**

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

### Financial Services (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all compulsory units of competency and elective units of competency to a minimum of 175 HSC indicative hours.

### Financial Services (300 indicative hours)

- accredited for a total of 5 units at the Preliminary and/or HSC level
- attempt all compulsory units of competency and elective units of competency to a minimum of 235 HSC indicative hours.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

## **Access including access by students in Stage 5**

This course is available to students who are participating in an approved school-based traineeship training contract.

In certain circumstances students in Stage 5 may access a Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html)

## Course content

Unit code	Unit title	Unit-specific prerequisite	Certificate III in Financial Services (Accounts Clerical)	Certificate III in Financial Services	HSC indicative hours of credit
<b>COMPULSORY Attempt ALL units of competency</b>					
FNSICGEN301B	Communicate in the workplace	nil	industry core	industry core	20
FNSICGEN302B	Use technology in the workplace	nil	industry core	industry core	20
FNSICGEN304B	Apply health and safety practices in the workplace	nil	industry core	industry core	15
FNSICIND301B	Work in the financial services industry	nil	industry core	industry core	10
<b>Total HSC indicative hours for compulsory units of competency</b>					<b>65</b>
<b>ELECTIVE Attempt units of competency according to course requirements</b>					
BSBADM308A	Process payroll	nil	elective (suggested as suitable)	elective	30
BSBADM408A	Prepare financial reports	nil	sectoral core	elective	30
BSBCCO304A	Provide sales solutions to customers	nil	elective	elective	25
BSBCMN214A	Create and use simple spreadsheets	nil	elective* (suggested as suitable)	–	15
BSBCMN308A	Maintain financial records	nil	sectoral core	elective	30
BSBDIV301A	Work effectively with diversity	nil	elective	elective	15
FNSACCT407B	Set up and operate a computerised accounting system	BSBCMN308A	elective (suggested as suitable)	elective	30
FNSASIC301B	Establish client relationship and analyse needs	nil	elective	elective	35
FNSASIC302B	Develop, present and negotiate client solutions	nil	elective	elective	40
FNSICACC301B	Administer accounts payable	nil	elective (suggested as suitable)	elective	20
FNSICACC303B	Prepare, match and process receipts	nil	elective (suggested as suitable)	elective	10
FNSICACC304B	Prepare and bank receipts	nil	sectoral core	elective	10
FNSICACC305B	Process payment documentation	nil	elective (suggested as suitable)	elective	20
FNSICACC306B	Process journal entries	nil	sectoral core	elective	20

\* this is the only Certificate II unit available for inclusion in this qualification

Unit code	Unit title	Unit-specific prerequisite	Certificate III in Financial Services (Accounts Clerical)	Certificate III in Financial Services	HSC indicative hours of credit
FNSICACC307B	Reconcile and monitor accounts receivable	nil	elective (suggested as suitable)	elective	20
FNSICADV301B	Provide general advice on financial products and services	nil	elective	elective	25
FNSICCUS301B	Respond to customer enquiries	nil	elective	elective	20
FNSICCUS302B	Process customer complaints	nil	elective	elective	20
FNSICCUS305B	Maintain customer database	nil	elective	elective	20
FNSICGEN303B	Work with others	nil	elective	elective	20
FNSICGEN305B	Maintain daily financial/business records	nil	sectoral core	elective	15
FNSICIND401B	Apply principles of professional practice to work in the financial services industry	nil	elective	elective	25
FNSICSAM301B	Identify opportunities for cross selling products and services	nil	elective	elective	20
FNSRETA302B	Handle foreign currency transactions	nil	elective	elective	30
FNSRETA303B	Monitor and manage transactions	nil	elective	elective	20
FNSRETA305B	Process customer accounts	nil	elective	elective	30
FNSRETA306B	Process customer transactions	nil	elective	elective	30
FNSRETA307B	Maintain Automatic Teller Machine (ATM) services	nil	elective	elective	10
FNSRETA309B	Balance cash holdings	nil	elective	elective	15
<b>Total HSC indicative hours</b>					<b>240 or 300</b>

## **AQF VET qualification**

To attain Certificate III in Financial Services (Accounts Clerical) (FNS30304) students must achieve 13 units of competency including:

- a) 4 industry core units of competency
- b) 5 sectoral core units of competency
- c) 4 elective units of competency (max 2 at Cert IV level).

To attain Certificate III in Financial Services (FNS30107) students must achieve 13 units of competency including:

- a) 4 industry core units of competency
- b) 9 elective units of competency (max 2 at Cert IV level).