

Financial Services

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Financial Services (240-hours)	2 units x 2 years	65317 (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	65317 (school/private provider delivered)	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
		65310 (TAFE NSW delivered)	
	and		
	1 unit x 1 year	65318 (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)			

AQF VET qualification	Certificate III in Financial Services (FNS30110) Certificate III in Accounts Administration (FNS30310)
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Minimum work placement	Mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.
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Exclusions	Stage 6 Accounting
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For TAFE NSW delivery only:

TAFE course name	TAFE course number
Certificate III in Financial Services	11326
Certificate III in Accounts Administration	11328

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*.

The pattern of study entered (for example 2 units x 2 years) should reflect the delivery of the course over successive years. Students will be credentialled for the HSC unit credit entered each calendar year provided they have satisfactorily completed the course requirements for that calendar year as determined by the school/RTO.

Access including access by students in Stage 5

This course is available to students undertaking a school-based traineeship.

In certain circumstances students in Stage 5 may access this 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

Course content

Unit code	Unit title	Unit-specific prerequisite	Certificate III in Financial Services	Certificate III in Accounts Administration	HSC indicative hours of credit
COMPULSORY Attempt the following units of competency					
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	nil	core	core	20
BSBWOR204A	Use business technology	nil	core	core	15
FNSINC301A	Work effectively in the financial services industry	nil	core	core	30
Total HSC indicative hours for compulsory units of competency					65

ELECTIVE For the 240-hour course, attempt units of competency to a minimum of <u>175</u> HSC indicative hours For the 300-hour course, attempt units of competency to a minimum of <u>235</u> HS indicative hours					
BSBCCO201A	Action customer contact	nil	listed elective	elective (aligned Cert III – max 3)	20
BSBCCO304A	Provide sales solutions to customers	nil	listed elective	elective (aligned Cert III – max 3)	25
BSBCMM301A	Process customer complaints	nil	elective (aligned Cert III – max 3)	listed elective	20
BSBCUS301A	Deliver and monitor a service to customers	nil	elective (aligned Cert III – max 3)	listed elective	20
BSBDIV301A	Work effectively with diversity	nil	elective (aligned Cert III – max 3)	elective (aligned Cert III – max 3)	15
BSBFIA302A	Process payroll	nil	elective (aligned Cert III – max 3)	listed elective	30
BSBFIA401A	Prepare financial reports	nil	elective (aligned Cert III – max 3)	listed elective	30
BSBITU304A	Produce spreadsheets	nil	listed elective	listed elective	20
BSBITU305A	Conduct online transactions	nil	listed elective	listed elective	15
BSBRKG303B	Retrieve information from records	nil	listed elective	listed elective	15
BSBRKG304B	Maintain business records	nil	listed elective	listed elective	20
BSBWOR203A	Work effectively with others	nil	core	elective (aligned Cert III – max 3)	15
BSBWOR301A	Organise personal work priorities and development	nil	elective (aligned Cert III – max 3)	listed elective	20
BSBWRT301A	Write simple documents	nil	elective (aligned Cert III – max 3)	core	20
FNSACC301A	Process financial transactions and extract interim reports	nil	elective (aligned Cert III – max 3)	core	40

Unit code	Unit title	Unit-specific prerequisite	Certificate III in Financial Services	Certificate III in Accounts Administration	HSC indicative hours of credit
FNSACC302A	Administer subsidiary accounts and ledgers	nil	elective (aligned Cert III – max 3)	core	35
FNSACC303A	Perform financial calculations	nil	listed elective	core	10
FNSACC406A	Set up and operate a computerised accounting system	nil	elective (aligned Cert IV – max 3)	elective (aligned Cert IV – max 2)	30
FNSACM302A	Prepare, match and process receipts	nil	listed elective	listed elective	10
FNSACM303A	Process payment documentation	nil	listed elective	listed elective	20
FNSASIC301C	Establish client relationship and analyse needs	Co-requisite FNSASIC302C	listed elective	elective (aligned Cert III – max 3)	40
FNSASIC302C	Develop, present and negotiate client solutions	Co-requisite FNSASIC301C	listed elective	elective (aligned Cert III – max 3)	40
FNSCRD302A	Monitor and control accounts receivable	nil	elective (aligned Cert III – max 3)	listed elective	20
FNSIAD301A	Provide general advice on financial products and services	nil	elective (aligned Cert III – max 3)	elective (aligned Cert III – max 3)	25
FNSINC401A	Apply principles of professional practice to work in the financial services industry	nil	elective (aligned Cert IV – max 3)	elective (aligned Cert IV – max 2)	40
FNSRTS302A	Handle foreign currency transactions	nil	listed elective	listed elective	25
FNSRTS303A	Balance retail transactions	nil	listed elective	elective (aligned Cert III – max 3)	20
FNSRTS305A	Process customer accounts	nil	listed elective	elective (aligned Cert III – max 3)	30
FNSRTS306A	Process customer transactions	nil	listed elective	elective (aligned Cert III – max 3)	30
FNSRTS307A	Maintain Automatic Teller Machine (ATM) services	nil	listed elective	listed elective	10
FNSRTS308A	Balance cash holdings	nil	listed elective	listed elective	15
FNSSAM301A	Identify opportunities for cross-selling products and services	nil	elective (aligned Cert III – max 3)	elective (aligned Cert III – max 3)	20
Total HSC indicative hours					240 or 300

AQF VET qualification

To attain Certificate III in Financial Services (FNS30110) students must achieve 13 units of competency including:

- a) 4 core units of competency
- b) 9 elective units of competency
 - maximum of 3 aligned to Certificate III qualifications in FNS10 or other endorsed Training Packages or accredited course
 - maximum of 3 aligned to Certificate IV qualifications in FNS10 or other endorsed Training Packages or accredited course.

To attain Certificate III in Accounts Administration (FNS30310) students must achieve 11 units of competency including:

- a) 7 core units of competency
- b) 4 elective units of competency
 - maximum of 3 aligned to Certificate III qualifications in FNS10 or other endorsed Training Packages or accredited course
 - maximum of 2 aligned to Certificate IV qualifications in FNS10 or other endorsed Training Packages or accredited course.