

Keysborough College Banksia Campus

Certificate III in Financial Services

Course Code FNS30107

Duration 2 years

RTO Holmesglen TAFE
RTO Code: 0416

Attendance Wednesdays
Time: Year 1 8.45 to 12.00 Year 2 12.10 to 3.30

Program:

First Year

FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICCUS302B	Process customer complaints
FNSCRDT303B	Monitor and control accounts
FNSICGEN303B	Work with others
FNSICGEN305B	Maintain daily financial/business records

Second Year

BSBCM308A	Maintain Financial Records
FNSICACC307B	Reconcile and monitor accounts receivable
BSBADM408A	Prepare financial reports
FNSICSAM301B	Identify opportunities for cross selling products and services
Elective	
FNSICADV301B	Provide general advice on financial products and services