

# Financial Services – Accounts Administration Stream Course Descriptor 2021

Public Schools NSW, Macquarie Park RTO 90222



**QUALIFICATION: Statement of Attainment towards FNS30317 Certificate III in Accounts Administration**

**\*This qualification will be updated in 2022. A new course descriptor with updated units of competency will be provided to students prior to course commencement.**

Course: <b>Financial Services – Accounts Administration Stream</b> (240 indicative hours) Board Developed Course Number: <b>27201</b>		Total 4 of units of credit – Preliminary and/or HSC Category B status for Australian Tertiary Admission Rank (ATAR)	
The <b>*FNS30317 Certificate III in Accounts Administration</b> is accredited for the HSC and provides students the opportunity to obtain this nationally recognised vocational qualification as well as their HSC. This is known as dual accreditation.			
By enrolling in a VET qualification in NSW Public Schools Macquarie Park RTO 90222, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. To receive this AQF VET statement of attainment, students must meet the assessment requirements of the <b>FNS Financial Services</b> Training Package (Release 3.1) ( <a href="http://training.gov.au">http://training.gov.au</a> ). You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA.			
<b>SOA towards FNS30317 Certificate III in Accounts Administration -</b>			
<b>Core</b>		<b>Electives</b>	
*FNSACC311	Process financial transactions and extract interim reports	*BSBWHS201	Contribute to health and safety of self and others
*FNSINC301	Work effectively in the financial services industry	*BSBWOR203	Work effectively with others
*FNSACC313	Perform financial calculations	*FNSACM303	Process payment documentation
*FNSACC312	Administer subsidiary accounts and ledgers	*FNSFLT301	Be MoneySmart
		*FNSFLT201	Develop a personal budget
		*BSBFIA401	Prepare financial reports
Students may apply for Recognition of Prior Learning (RPL) and/or Credit Transfer provided suitable evidence is submitted.			
<b>Pathways to Industry</b>			
Skills gained in this course transfer to other occupations. Working in the accounting industry involves:			
<ul style="list-style-type: none"> <li>▪ administrative, clerical and customer service roles in the financial services industry</li> <li>▪ credit management</li> </ul>		<ul style="list-style-type: none"> <li>▪ insurance writers</li> <li>▪ accountant</li> <li>▪ book keeper</li> </ul>	
<b>Examples of occupations in the Accounts Administration Industry</b>			
<ul style="list-style-type: none"> <li>▪ producing financial reports</li> <li>▪ financial data entry</li> <li>▪ processing accounts and payrolls</li> </ul>		<ul style="list-style-type: none"> <li>▪ insurance clerical officer</li> <li>▪ clerical worker</li> </ul>	
		<ul style="list-style-type: none"> <li>▪ accountant</li> <li>▪ auditor</li> </ul>	
<b>Mandatory course requirements to attain an HSC credential in this course</b>			
Students must complete a minimum of 70 hours work placement over two years to practise and extend their learning. It is permissible for up to 50% of the work placement requirement to be undertaken in a simulated work environment.			
<b>Admission Requirements</b>			
To enrol in <b>*FNS30317 Certificate III in Accounts Administration</b> , students should be interested in working in the financial sector. This is an inherent requirement for the units of competency. Prior to enrolment, students will be advised individually of the suitability of this course. Reasonable adjustments and support are available for all students. There will be out of class homework, research activities and assignments.			
<b>Competency-Based Assessment</b>			
Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.			
<b>Complaints and Appeals</b>			
Students may lodge an appeal about assessment or any other decisions through the VET teacher.			
<b>Optional HSC examination for ATAR purposes</b>			
The optional Higher School Certificate Examination is independent of the competency based assessment undertaken during the course and has no impact of the eligibility of the student to receive this AQF qualification.			
<b>Course consumables: Nil cost</b>			
Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course and are paid to the school. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i>			
<b>Refunds:</b> Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i>			
<b>A school-based traineeship</b> is available in this course. For more information contact the school's Careers Adviser.			
<b>Exclusions:</b> VET course exclusions can be confirmed with the school.			