

Course: Financial Services – Financial Services Stream (240 indicative hours) Board Developed Course Number: 27201		Total 4 of units of credit – Preliminary and/or HSC Category B status for Australian Tertiary Admission Rank (ATAR)	
The FNS30115 Certificate III in Financial Services is accredited for the HSC and provides students with the opportunity to obtain this nationally recognised vocational qualification. 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 qualification, students must meet the assessment requirements of the FNS Financial Services (Release 5) Training Package (http://training.gov.au). You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA.			
FNS 30115 Certificate II in Financial Services		Units of Competency	
4 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 9 Electives FNSACC311 Process financial transactions and extract interim reports		FNSACC313 Perform financial calculations BSBRKG303 Maintain business records FNSACM303 Process payment documentation FNSRTS301 Provide customer service in a retail agency FNSRTS308 Balance cash holdings BSBITU304 Produce spreadsheets FNSACM302 Prepare, match and process receipts FNSFLT301 Be MoneySmart	
Students may apply for Recognition of Prior Learning (RPL) and/or Credit Transfer provided suitable evidence is submitted.			
Pathways to Industry Skills gained in this course transfer to other occupations. Working in the financial services industry involves:			
<ul style="list-style-type: none">Administrative, clerical and customer service roles in bankingRetail financial services		<ul style="list-style-type: none">Credit managementInsurance writers	
Examples of occupations in the Financial Services Industry			
<ul style="list-style-type: none">Bank tellerAccountant	<ul style="list-style-type: none">Insurance clerical officerClerical worker	<ul style="list-style-type: none">Financial adviserAuditor	
Mandatory course requirements to attain an HSC credential in this course 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.			
Admission Requirements To enrol in FNS30115 Certificate III in Financial Services , students should be interested in working in the financial sector. This is an inherent skill 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.			
Competency-Based Assessment 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.			
Complaints and Appeals Students may lodge an appeal about assessment or any other decisions through the VET teacher.			
Optional HSC examination for ATAR purposes 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.			
Course consumables: TBC 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> Refunds: 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>			
A school-based traineeship is available in this course. For more information contact the school's Careers Adviser.			
Exclusions: VET course exclusions can be confirmed with the school.			