

COURSE CODE

FNS30115

COURSE

Certificate III in Financial Services

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Financial Services

National Course Code: FNS30115 | TAFE NSW Code: FNS30115-01V03-190TE-020

Qualification Level	Certificate III
Study Type	Online
Course Start Date	Anytime
Hours Per Week	11
Duration	1 Year
Delivery Locations	TAFE Digital
Course Fees	Subsidised Prices First Qualification: \$1,320.00 Second Qualification: \$1,580.00 Traineeship: \$1,000.00 Concession: \$240.00 Non-subsidised Prices Full Fee: \$6,110.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no entry requirements

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to www.tafensw.edu.au/infofest. Can't attend the Information Session? [Enquire Online](#) or call 131601. We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

An individual training plan will be provided to you upon enrolment in this course. This plan will outline the recommended study timetable and detail your units and assessment due dates on your course commencement date

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

This training is subsidised by the NSW government under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 241.

For further information on fees and charges please see <https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information>

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

You will need textbooks to complete this course. Many units require textbooks and these range from \$30 - \$100 each.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or

experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

To enrol in this course please click on the Enrol Now button. You may also enrol over the phone by calling TAFE Digital on 131 601.

Find out more about [Applying and Enrolling](#)

Units

BSBWHS201	Contribute to health and safety of self and others
BSBWOR203	Work effectively with others
FNSINC301	Work effectively in the financial services industry
BSBWOR204	Use business technology
FNSACM303	Process payment documentation
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
FNSACM302	Prepare, match and process receipts

Career Opportunities

A range of roles within the Financial Services industry, performing duties related to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services