



Financial Services

Diocese of Lismore Catholic Schools Limited 45649

Topics Studied Include...

- Work effectively in the financial services industry
- Work effectively with others
- Perform financial calculations
- Balance cash holdings
- Produce spreadsheets
- Develop and apply knowledge of personal finances
- Process customer complaints
- Provide customer service in a retail agency
- Maintain business records
- Process authorised payments
- Reconcile financial transactions
- Process financial transactions and extract interim reports

This course aims to provide students with the knowledge and skills required to work towards a career in the Financial Sector. This includes careers working in banks, building societies, credit unions, insurance offices, accountancy and financial advising.

ASSESSMENT

Assessment strategies include:

- Observation
- Written tasks
- Integrated practical tasks
- Competency tests
- Workplace evidence

FURTHER STUDY

Depending on the sector entered specialist FNS10 Financial Services Training Package qualifications at Certificate III and IV would support career progression.

CAREER PATHWAYS

Responding to customer enquiries, sales and service, maintaining financial records, accountancy, performing clerical duties, applying fundamental skills in banking, credit management, insurance and retail financial services.

PERSONAL REQUIREMENTS

- Excellent communication skills, both verbally and orally
- Good all-round IT skills
- Analytical and logical approach to problem solving
- Commercial awareness and interest in consumer education and wealth creation
- Initiative, motivated and ambitious

Certificate III in Financial Services - FNS30120

Recognition	Nationally recognised AQF Training Qualification
Course Hours	240 hours
Course Type	Board Developed *
Duration	2 years
Unit Value	2 unit Preliminary & 2 unit HSC
Workplacement Year 12	Mandatory 60 hr extension will be offered to students enrolled in the relevant 240 hr course wanting a career in this industry.
School-based Traineeship (SBT) possible	Opportunity to complete a School-based Traineeship and gain credit towards the HSC for students enrolled in this course

This course delivery is only available depending on student interest/uptake.



To find out more scan the QR code to visit newmancollege.live/courses/financial



For information on subject-specific costs scan the QR code to visit newman.nsw.edu.au/fees-explained