



**Australian
College**
of Commerce & Management

Certificate III in Financial Services

FNS30122

Develop your staff's banking, service and compliance knowledge in the financial industry



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Managing priorities and self-awareness
Working in the financial industry
Workplace safety and personal wellbeing
Utilising spreadsheets effectively

Specialty Skills

Performing financial calculations
Anti-money laundering practices
Business records and information
Offering financial products to clients
Engaging with financial customers

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE III IN FINANCIAL SERVICES

FNS30122

COURSE DESCRIPTION:

This entry level qualification will develop your staff's banking and/or credit union industry and compliance knowledge as well as develop essential skills in customer service, including helping find the right financial services and products for your clients and members.

SUBJECT	UNIT	CODE	DURATION (weeks)
Work Together in Financial Services	• Work together in the financial services industry	FNSINC311	7
	• Work effectively with others	BSBTWK201	
Engage with Customers in Financial Services	• Deliver and monitor a service to customers	BSBOPS304	5
	• Engage with customers	BSBOPS202	
	• Provide ancillary products and services that meet client needs	FNSSAM311	
Perform Financial Calculations	• Perform financial calculations	FNSACC323	5
Effective Work Practices	• Organise personal work priorities	BSBPEF301	5
	• Develop self-awareness	BSBPEF302	
	• Work effectively in business environments	BSBOPS201	
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	6
Use Business Systems	• Collect and record data	BSBDAT201	6
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	5
	• Support personal wellbeing in the workplace	BSBPEF201	
Business Records Systems and Information	• Maintain business records	BSBINS309	6
	• Organise workplace information	BSBINS302	
Anti-Money Laundering Laws and Banking Deposit Products	• Process customer accounts	FNSRTS315	7
	• Apply and maintain knowledge of financial products and services	FNSINC412	

If you would like to discuss additional electives, please contact us.

FEES - FNS30122 CERTIFICATE III IN FINANCIAL SERVICES

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2800	\$2800
Australian Capital Territory	\$350	\$350	\$2800
South Australia	\$500	\$500	\$2800
Tasmania	\$1584	\$1584	\$2800
QLD, WA, NT, VIC	\$2800	\$2800	\$2800

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING