

AOT Course Guide

FNS30304 Certificate III in Financial Services (Accounts Clerical)

Accredited Online Training Pty Ltd

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Certificate III in Financial Services

The Certificate III in Financial Services (Accounts Clerical) is your gateway to the financial services industry, leading to entry-level careers such as accounts payable clerk, accounts receivable clerk and payroll clerk.

This course is especially designed for those who need to perform routine accounting duties such as accounts payable/receivable, bookkeeping, purchases and sales, and preparation of financial reports.

Also included in this qualification are two units that satisfy the skills requirement of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level, specifically relating to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.



CAREER POSSIBILITIES

The Certificate III in Financial Services (Accounts Clerical) provides an industry recognised qualification immediately usable in bookkeeping and clerical positions. It is equally suitable for both school leavers who have missed out on studying accounting at University, and those of you planning on re-entering the workforce after a break.

JOB ROLES

This qualification is designed to reflect the role of entry-level employees who perform routine duties such as:

- accounts payable/accounts receivable
- cashier
- preparation of trial balance
- bookkeeping
- EFT/e-business
- purchases and sales
- manual and computerised systems
- preparation of financial reports

HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule. Learning online allows you the freedom to study at home, during your lunch break or from anywhere in the world.

Total nominal hours: 375 hrs

Full time load: 16hrs/wk

Full-time duration: 26 weeks

Maximum 12 months access to online course. (Approx. 10-20 hours to complete each unit).

DELIVERY MODE

Online

ADDITIONAL INFORMATION

Recognition of Prior Learning is available for suitable candidates

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer
- There are no prerequisite requirements for individual units of competency

Certificate III in Financial Services

EMPLOYABILITY SKILLS

Industry/enterprise requirements for this qualification include:

- **Communication**

- questioning, clarifying and evaluating information
- reading, interpreting and reviewing a range of financial reports
- using specialist language in written and oral communication
- writing in a range of styles to suit different audiences

- **Teamwork**

- referring matters to nominated person as required
- working as a member of a team and applying knowledge of one's own role to achieve team goals
- working with diverse persons and groups

- **Problem Solving**

- checking reports for accuracy and correcting errors as required
- collecting, comparing and

contrasting data in order to create reports

- using problem solving tools and techniques to solve reconciling problems

- **Initiative and Enterprise**

- contributing to solutions to workplace challenges
- designing reports to effectively present workplace information

- **Planning and organising**

- establishing and operating a computerised financial system
- maintaining accounts records for compliance purposes
- preparing, processing and maintaining financial records including payroll
- recording, gathering and classifying information

- **Self management**

- managing own time and priorities and dealing with contingencies
- operating within codes of ethics, codes of professional conduct, legislation and regulations

- taking responsibility as required by work role and ensuring all organisational policies and procedures are followed

- **Learning**

- acquiring and applying knowledge of products, services and organisational policies and procedures
- applying knowledge of the industry to workplace activities
- learning new ideas, skills and techniques
- seeking appropriate technical help with new computerised systems

- **Technology**

- using electronic communication devices and processes i.e. internet, intranet, organisational deposit facilities, software packages and email to produce written correspondence and reports
- using technology to assist the management of information and meet compliance requirements

COURSE STRUCTURE

To attain a Certificate III in Financial Services (Accounts Clerical) 13 units must be achieved:

Unit Code	Unit Name	Description
BSBITU202A	Create and use spreadsheets	This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.
FNSICGEN302B	Use technology in the workplace	This unit requires the application of computing skills to achieve work place outcomes. It includes accessing, inputting and saving information, using the internet and routine maintenance of the equipment. The skills are applied to computers and associated devices such as printers, scanners and a range of storage devices. It also covers the use of other equipment such as faxes and photocopiers.

Certificate III in Financial Services

FNSICGEN301B	Communicate in the workplace	This unit is applied to gaining information, interpreting the information and communicating information to others in the workplace using effective and appropriate methods. In this unit 'customer' is used in the widest sense, that is, to cover both internal and external customers seen as persons inside or outside the organisation for whom you are providing a service or product.
FNSICGEN304B	Apply health and safety practices in the workplace	This unit requires the application of healthily safe working principles to jobs in the financial services industry including complying with legislative responsibilities, identification of hazards and risk control, awareness of emergency procedures, and contributing to the organisational systems for management of safety and health in the workplace. This unit is relevant for employees working under supervision. It is applied in all sectors of the industry.
FNSICIND301B	Work in the financial services industry	This unit requires the application of an understanding of the industry and the way it operates to the work carried out by the employee. It involves demonstration of a working knowledge of company policy and procedures required to undertake day to day tasks. It is the base unit on which the other skills required to work in the financial services industry are built. It may be applied in all sectors of the industry.
FNSASIC301B	Establish client relationships and analyse needs	This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
FNSICACC302B	Administer Financial Accounts	This unit deals with the correct administration of allocating payments, reconciling accounts and maintenance of customer details in line with best practice.
FNSASIC302B	Develop, present and negotiate client solutions	This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
FNSICACC304B	Prepare and bank receipts	This unit describes the functions involved in preparing and banking financial receipts.
FNSICACC306B	Process journal entries	This unit describes the functions involved in processing financial journal entries.
FNSICGEN305B	Maintain daily financial/business records	This unit covers the preparation and processing of routine financial documents.
BSBFIA301A	Maintain financial records	This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBFIA401A	Prepare financial reports	This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Certificate III in Financial Services

ASSESSMENTS

AOT uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do- and the standard

at which they are able to perform. Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

AOT's assessment process may consist of the following tasks, dependent on the unit/chapter requirements:

- portfolios/case studies
- holistic assessments
- multiple choice and/or
- short answer questionnaires

COURSE COSTS

Option 1 – Pay Upfront

When you choose to pay upfront for the Certificate III in Financial Services, you will receive a 10% discount off the total cost of the course.

Course Cost	Pay Now	Save
\$2880	\$2592	\$288

Option 2 – Monthly Payment

Choose this flexible option and you can start achieving today with a low deposit and an affordable interest- free monthly payment plan.

Low Deposit	11 Monthly Payments
\$430	\$222