

Program structure

FNS30107 Certificate III in Financial Services

VCE VET Units 1 and 2		
Code	Unit of competence	Nominal Hours
FNSICIND301B	Work in the financial services industry	30
FNSICGEN301B	Communicate in the workplace	30
FNSICGEN302B	Use technology in the workplace	50
FNSICGEN304B	Apply health and safety practices in the workplace	25
FNSICCUS302B	Process customer complaints	20
FNSCRDT303B	Monitor and control accounts	20
FNSICGEN303B	Work with others	30
FNSICGEN305B	Maintain daily financial/business records	20
	Subtotal	225
VCE VET Units 3 and 4		
BSBCM308A	Maintain financial records	60
FNSICACC307B	Reconcile and monitor accounts receivable	50
BSBADM408A	Prepare financial reports	40
FNSICSAM301B	Identify opportunities for cross selling products and services	25
Select ONE of the following electives:		
FNSASIC301B	Establish client relationship and analyse needs	50
FNSASIC302B	Develop, present and negotiate client solutions	50
FNSICADV301B	Provide general advice on financial products and services	30
FNSACCT407B	Set up and operate a computerised accounting system	80
FNSRETA301B	Provide customer service in a retail agency	30
FNSRETA306B	Process customer transactions	50
	Subtotal	205–255
	TOTAL	430–480