Advance your career in financial services

Our FNS30115 Certificate III in Financial Services is an important first step to your career. The financial services industry is diverse and offers a range of jobs. Our training for this nationally recognised qualification will provide you with essential foundation skills and knowledge.

### Practical Skills
You will gain skills essential for entering the financial services industry, including responding to customers, sales and service, maintaining financial records, clerical duties, banking and retail financial services.

### Employment Outcomes
- Bank Teller
- Personal Banker
- Customer Service Officer
- Accounts Clerk

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Location</th>
<th>Study Mode</th>
<th>Start Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Delivery</td>
<td>ACT, NSW, QLD, SA, VIC, WA</td>
<td>Part time, Full time</td>
<td>Contact us</td>
<td>12 to 24 months</td>
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</table>

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National Provider Code 3945
MEGT (Australia) Ltd trading as MEGT Institute ABN 85 006 266 280
Information accurate as at Wednesday, February 15, 2017
### Unit code | Units of competency
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**Core**
BSBWHS201 | Contribute to health and safety of self and others
BSBWOR203 | Work Effectively with Others
BSBWOR204 | Use Business Technology
FNSINC301 | Work effectively in the financial services industry
**Elective**
BSBUC203 | Contribute to health and safety of self and others
BSBUC204 | Work Effectively with Others
BSBUC205 | Use Business Technology
BSBUC303 | Deliver and monitor a service to customers
BSBUC403 | Implement customer service standards
BSBITU304 | Produce spreadsheets
BSBITU306 | Design and produce business documents
BSBITU307 | Retrieve information from records
BSBITU308 | Maintain business records
BSBWOR301 | Organise personal work priorities and development
FNSACC301 | Prepare, match and process receipts
FNSACC302 | Process financial transactions and extract interim reports (prerequisite for FNSACC504)
FNSACC303 | Perform financial calculations
FNSACC304 | Establish client relationship and analyse needs
FNSACM302 | Develop, present and negotiate client solutions
FNSACM303 | Process payment documentation
FNSACM304 | Applications for Credit
FNSRGT301 | Provide customer service in a retail agency
FNSRGT302 | Balance retail transactions
FNSRGT303 | Process customer accounts
FNSRGT304 | Process customer transactions
FNSRGT305 | Balance cash holdings
TAEDEL404A | Mentor in the workplace

### Recognition of Prior Learning (RPL)
Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

### Entry requirements
No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employed in the financial services industry performing a range of entry level duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services and are supervised and supported in the workplace.

### Training and assessment methods
Students receive access to engaging, interactive course content and coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including written reports, question and discussions and projects will be utilised for assessment. We also value the role of the workplace in the assessment process and ask supervisors to provide feedback on the students’ abilities via an easy to complete third party report.

### Fees and funding
For the latest information on our course fees please visit our website megstitute.edu.au/fees. There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.