



**Australian
College**
of Commerce & Management
RTO ID: 1441

CALL ACCM NOW

1300 515 321

Certificate III in Financial Services

FNS30122

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

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **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** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

www.accm.edu.au

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



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

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.