

CERTIFICATE III IN FINANCIAL SERVICES FNS30304 (ACCOUNTS CLERICAL)

COURSE OVERVIEW

*This nationally recognised course provides participants with theoretical and practical skills and knowledge for entry-level work in **accounting** and other **financial services** sectors.*

*As well as covering essential administrative skills in the areas of **information technology**, **communication** and **occupational health and safety**, this course provides participants with a range of financial service skills including maintaining **financial records**, processing **journal entries**, processing **payroll**, preparing **financial reports**, and operating a **computerised accounting system**.*

COURSE PAYMENT OPTIONS

Payment for this course can be made via either of the methods listed below:

- 1. One upfront payment of \$1210, inc GST**
 - No participant in a fee-for-service program can commence until fees are paid
 - Fees will be deposited directly into a specified account, allowing refunds to be accommodated when necessary
- 2. Payment in three instalments**
 - Participants who are completing the full course can pay by instalments as follows:
 - ◇ \$500 deposit at registration
 - ◇ \$405 instalment before Workshop 5
 - ◇ \$405 instalment before Workshop 10
 - Total cost for this payment option is \$1310, which includes a \$100 administration fee

DELIVERY MODE

Participants are required to attend **face-to-face training two days per week** for 15 weeks (Mondays and Tuesdays – excluding school holidays). Attendance on training days is **essential**. It is also a requirement that participants complete **approximately 15 to 20 hours of study in their own time** between training days.

COURSE DATES AND DURATION

Two courses will be held during 2010/11. The proposed dates are:
16 August to 10 December 2010 and 14 February to 24 June 2011.

COURSE CONTENT

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

4 industry core units:

- Work in the financial services industry (FNSICIND301B)
- Communicate in the workplace (FNSICGEN301B)
- Use technology in the workplace (FNSICGEN302B)
- Apply health and safety practices in the workplace (FNSICGEN304B)

5 sectoral core units:

- Prepare and bank receipts (FNSICACC304B)
- Process journal entries (FNSICACC306B)
- Maintain daily financial/business records (FNSICGEN305B)
- Maintain financial records (BSBCMN308A)
- Prepare financial reports (BSBADM408A)

4 elective units:

- Create and use simple spreadsheets (BSBCMN214A)
- Set up and operate a computerized accounting system (FNSACCT407B)
- Process payroll (BSBADM308A)
- Administer financial accounts (FNSICACC302B)



WORK EXPERIENCE

As part of the course, Worklinks will organise work experience in the financial services sector for all interested participants. The duration and timing of the work experience placement is flexible and can be completed as a week block in the school holidays or part-time over a number of weeks.

Registration for the 2010 course closes on Tuesday, 10 August 2010.

To register for this course or to obtain further information, please contact
Heidi Newton on 07 3265 3447 or heidinewton@worklinks.com.au.