

Certificate III in Financial Services (for Quicken Accredited Consultants)		Course Code
		FNS30304
Location	Dates	Course Duration
Bentleigh East Campus	6 months	Offsite assessment work
All Enquiries to Bentleigh East		
Phone: (03) 9570 6000 Fax: (03) 9570 6133		
Email: bookings@calculation.com.au		

Course Description

This is an industry recommended competency pathway for persons typically employed as entry-level employees performing routine duties such as accounts payable/receivable, payroll, cashier, bookkeeping, purchases and sales and basic preparation of accounting reports.

Qualifications and Recognition

Participants who complete this course will be awarded the nationally accredited Certificate III in Financial Services.

Vocational Outcomes

Inventory Clerks, Payroll Clerks, Accounts Clerks, Bookkeepers, Accounting Operatives, Accounts Receivable Clerks, and Accounts Payable Clerks, Cashiers

Who Can Apply

- Anyone

Traineeships

Calculation is a registered provider for training in the Certificate III in Financial Services and the Certificate IV in Training and Assessment

Pre-Requisites

None

How to Apply

Contact our Bentleigh East Office for an enrolment form. Upon enrolment and receipt of monies, a participant CD will be forwarded to you. Resources will be available on the first day.

Course Duration

Offsite assessment work – 6 months to complete

Course Structure

The Training Package requires the completion of 13 Competencies from 3 categories:

- 4 Industry core units
- 5 Sectoral core units
- 4 elective units

The elective units may be selected as follows:

- All 4 may be selected from the Financial Services Training Package units appropriate at the Certificate III level
- Of the 4 elective units, 2 may be taken from units suitable at Certificate IV level
- Of the 4 elective units, 2 may be selected from other endorsed Training Package units in accordance with other packaging guidelines for this qualification.

Course Content

Calculation currently offers the following standard course for Quicken Accredited Consultants

Certificate III in Financial Services	
Industry Core	
FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
Sectoral Core	
FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
FNSICGEN305B	Maintain daily financial/business records
BSBCMN308A	Maintain financial records
BSBADM408A	Prepare financial reports
Elective Units	
FNSACCT407B	Set up and operate a computerised accounting system
FNSICACC301B	Administer accounts payable
FNSICACC307B	Reconcile and monitor accounts receivable
BSBADM308A	Process payroll
Work Through User Guides	
Setting up QuickBooks Accounts	
Working with QuickBooks Accounts	
Working with Payroll	

Assessment

Assessment of competence may be achieved by observation of training presentations, tests, discussions, written work or workplace observations.

Opportunities for further study

Certificate IV in Financial Services (Accounting).

Can prospective students enrol in individual units/modules?

Yes

Fees

\$1100 (including materials) upfront or
\$1200 (including materials) instalment option