



## - FACT SHEET -

# FNS40107 Certificate IV in Financial Services

### Course Includes:

- Training by Government accredited, highly qualified trainers
- All module assessments
- E-book monthly on topic to assist your career
- Set of 12 CD's to assist you in course/career delivered during program
- Flexibility of delivery mode
- Comprehensive workbooks with additional information to assist you in your career

This qualification provides the skills and knowledge for an individual to be complete in financial services and/or supervision with the need to apply discretion and judgement. Work would be undertaken in various areas, such as payroll clerk, accounts receivable/payable, assistant accountant. Individuals may have some responsibility for others and provide or hold specific coordination or support responsibilities within the financial sector.

### Content

The course is nationally accredited and recognised. It consists of a set of competencies that financial services team members should possess. These competencies relate to the areas of:

- Promoting customer service
- Communicating and negotiating in the workplace
- Managing customer loans and compliance
- Applying professionalism in the finance industry
- Analysing and presenting information
- Preparing and analysing budgets and reports.

### Purpose

The purpose of the training program is to develop the skills and knowledge of a financial services professional.

### Program Benefits

- Gain nationally recognized qualification
- Improved ability to service customer needs
- Increased financial skills
- Development of financial skills
- Maximised usage of planning strategies
- Understanding of financial industry

### Units/Modules covered

- FNSICIND401B Apply principles of professional practice to 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.
- BSBITU402A Develop and use complex spreadsheets
- BSBFIA301A Maintain financial Records
- FNSFPLN401B Extract and analyse information on specified financial strategies & products to set guidelines
- FNSFPLN402B Prepare financial plans to set strategies and guidelines
- FNSACCT401B Process business tax requirements
- FNSACCT404B Make decisions within a legal context
- FNSICADV301B Provide general advice on financial products and services
- FNSASIC301B Establish client relationship and analyse needs
- FNSASIC302B Develop, present and negotiate client solutions

### Prerequisites

Participants must be over 18 years old.

### Delivery Methods

This course is able to be completed via face to face learning or at your own pace via distance learning. Study wherever, whenever you want.

### Assessment

Assessment is comprised of written tasks, practical demonstrations and 3<sup>rd</sup> party observations. Candidates will be given assessment tasks to complete during the course.

### Recognition of Prior Learning (RPL) and Mutual Recognition

Recognition of Prior Learning is given as well as competencies gained through other formal study.



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**The training you need to excel in Financial Industry.**

