



FNS30122 Certificate III in Financial Services Traineeship

ABOUT THE COURSE

The FNS30122 Certificate III in Certificate III in Financial Services traineeship is a nationally accredited course that provides the skills and knowledge for an individual intending to pursue a career in finance. You can complete the traineeship in one year (38 hours per week). It is also available as a part-time Traineeship over a longer period. It is an ideal entry-level qualification for new entrants to the workplace.

CAREER OPPORTUNITIES

Students who complete this Qualification have a pathway for further study into the FNS50222 Diploma of Accounting.

This qualification reflects the role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply skills and knowledge to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

ABOUT ACBC

Australian Careers Business College (ACBC) is approved by the NSW Government as a training provider for selected Traineeship under the NSW Smart and Skilled Program (RTO Code 90271 DOI provider code 681). We have been providing quality training to employers since 1996. Go to www.acbc.nsw.edu.au for more details.

UNITS FOR THIS COURSE ARE AS FOLLOWS:

There is one (1) core unit in this qualification:

FNSINC311 Work together in the financial services industry

There are eleven (11) elective units in this qualification:

BSBTEC201 Use business software applications

BSBTEC301 Design and produce business documents

BSBPEF301 Organise personal work priorities

FNSINC311 Work together in the financial services industry

FNSACC323 Perform financial calculations

BSBINS309 Maintain business records

BSBXCM301 Engage in workplace communication

FNSACC321 Process financial transactions and extract interim reports

FNSRTS308 Balance cash holdings

BSBTWK301 Use inclusive work practices

FNSACM313 Process authorised payments

FNSRTS311 Provide customer service in a retail agency

ABOUT TRAINEESHIPS

Traineeships in NSW involve a contract between an employer, a Trainee and the NSW Government. Traineeships attract a range of subsidies and financial incentives from both state and commonwealth governments and they have been proven to be a sustainable and effective way to train people in the workplace.

A great benefit of signing up a Trainee and selecting ACBC as your training provider, is that your Trainees don't have to lose any time from your workplace. Our Trainer will visit your Trainee in the workplace and set tasks and assessments that are relevant to their job. They learn on the job with you and our Trainees support this with formal learning and assessment.

INCENTIVES FOR EMPLOYERS

There are many benefits for you as an employer by adding a Trainee to your team. These may include:

- \$1750 Available where an employer commences a new worker Australian Trainee in a Certificate III or IV level qualification.
- \$1750 Available for employers of new worker Australian Trainees who successfully complete a Certificate III or IV level qualification.
- Payroll tax rebates may be applicable to employers of Trainees.
- Reduction in workers compensation premiums may be applicable to employers of Trainees.
- Low and manageable wages for Trainees based on Award rates set especially for Trainees (see below)
- Training subsidised by NSW Government
- Unfair dismissal laws do not apply to Traineeships.

This Traineeship is recognised as a 'Non-NSNL (non-national skills list) and Non-priority occupation' under the 'Financial Incentives and Benefits for Employers' issued by the commonwealth government, and as such is not available to existing employees.

ABOUT WAGES FOR TRAINEES

This Traineeship is a Level A wage under the National Training Wage arrangements. Most modern awards defer to MA000104 Miscellaneous Award 2010 for Traineeship pay rates (see extract below). This is the case for MA000002 Clerks Private Sector Award which covers most people employed as Trainees.

a. Wage level A

The minimum rate for a full-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level A by clause E.6.1 is the weekly rate specified in column 2 of Table 1—Wage level A minimum weekly rate for full-time trainees

(AQF Certificate Level I–III traineeship) according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 1—Wage level A minimum weekly rate for full time trainees
(AQF Certificate Level I – III traineeship)**

Experience level of trainee	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
School leaver	\$363.40	\$400.10	\$475.90
Plus 1 year out of school	\$400.10	\$475.90	\$553.90
Plus 2 years out of school	\$475.90	\$553.90	\$644.50
Plus 3 years out of school	\$553.90	\$644.50	\$738.00
Plus 4 years out of school	\$644.50	\$738.00	
Plus 5 years or more out of school	\$738.00		

TRAINEESHIP CONTRACT

Students studying this qualification (and their employers) will enter into a training contract with the NSW Department of Industry.

CREDIT TRANSFER (CT)

Australian Careers Business College recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be acquired from the college’s student services.

LANGUAGE LITERACY AND NUMERACY SKILLS (LLN)

Students enrolling in this qualification will undertake a LLN test to determine the student’s ability to engage in the course.

ASSESSMENT

Assessment methods for this qualification are a combination of written assignments, case studies, knowledge questioning, projects and workplace assessments.

MODE OF DELIVERY

The qualification is delivered in the workplace. Students will complete assessments submitted online. Trainers will visit student in the workplace to provide coaching, support and workplace assessment.

QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this qualification and for the issuance of any AQF certificate.

LEARNING RESOURCES

All resources are provided for students enrolling into this qualification including digital access, learner guides, student handouts and assessment instructions at no cost.

CONTACT US TO GET STARTED

Traineeships are a win-win for you, your business and the Trainees. Let us help you to start a Trainee in your business. If you would like to speak with one of our Careers Advisors about recruiting and signing up a Trainee, call 02 98240000 or email chala@acbc.nsw.edu.au. We can answer all of your questions and guide you through the process of sign ups. One of our team will be in touch soon to explore if you are ready to make a difference