



CERTIFICATE III IN FINANCIAL SERVICES (ACCOUNTS CLERICAL) FNS30304

Productivity Places Program

Who is eligible for a free training place?

- People need to be currently looking for work
- Australian citizen or a permanent resident of Australia
- Over the age of 15
- Have been assessed by an employment service provider or training organisation as having capacity to benefit from the training.
- Please note, full-time students and people who are self employed are not eligible for the free training program.

What happens if you are not eligible?

If you not eligible you can still participate in the training and pay a fee which can be done through a payment plan. Please talk to Laura or Sharon about this.

Course Details

The Certificate III in Financial Services (Accounts Clerical) is your pathway into the financial services industry. This course equips you with all the skills necessary to perform bookkeeping and clerical tasks in the workplace. It provides practical training in the areas of: accounts payable/accounts receivable duties, payroll preparation and pay as you go responsibilities, cash handling procedures, bookkeeping to trial balance, preparation of financial reports, manual and computerised systems and preparation of business activity statements. These skills can lead you into to careers such as accounts payable clerk, accounts receivable clerk and payroll clerk.

Course Duration: The course is part time and held over 19 weeks with 1 day per week structured classroom delivery and 1 day per week study, with access to a tutor. (No Class school holidays or public holidays)

Participants are also required to complete 90 hours of work placement.

Start Date: May 20th ongoing enrolments will be taken after May 20th

Tuition Fee: This course is free to those who are eligible for Productivity Places Program

Location: All Classes will be conducted from 9.15 am - 3.00pm at Pakenham and Latrobe Valley and Warragul

Recognition of Prior Learning (RPL): Students wishing to apply for RPL need to indicate this on the Enrolment Form. Education Centre Gippsland may grant RPL or Credit Transfer under our mutual recognition obligations. RPL Application Forms are available from the Course Co-ordinator.

Course Delivery: This course is classroom based training and work placement is required. Assessments will be conducted throughout the course, with some occurring in the workplace.

Student Records: All students that enrol at ECG will have a file created manually and electronically. Manual files are secured in a locked environment and electronic files are password protected and only accessible via our Student Records employees. If you wish access to your files, you may do so by arranging this with your course Manager and/or Coordinator. Files are not to be taken off site, and from time to time, may be audited for compliance by a Third Party person or government auditor.

Pathways: The course leads to jobs such as: careers such as accounts payable clerk, accounts receivable clerk and payroll clerk. Students interested in further study after the completion of this course may go on to study the Certificate IV in Financial Services (Accounting).

Support with Language, Literacy & Numeracy Needs: If you need help with your language, reading & writing or maths to successfully complete your studies, ECG can arrange support through our Adult Literacy Program. Support may involve attending group classes or individual tutoring, depending on what is best for you. Contact the Course Co-ordinator or the Trainer.

Material Requirements: Students will need to bring pen and paper to each class with a folder to keep handouts.

| Industry Core Units of Competency | | Nominal Hours |
|-----------------------------------|---|---------------|
| FNSICIND301A | Work in the financial services industry | 30 |
| FNSICGEN301A | Communicate in the workplace | 30 |
| FNSICGEN302A | Use technology in the workplace | 50 |
| FNSICGEN304A | Apply health and safety practices in the workplace | 25 |
| Sectoral Core Units | | |
| FNSICACC304A | Prepare and bank receipts | 10 |
| FNSICACC306A | Process journal entries | 10 |
| FNSICGEN305A | Maintain daily financial/business records | 20 |
| BSBCMN308A | Maintain financial records | 60 |
| BSBADM408A | Prepare financial reports | 40 |
| Electives | | |
| FNSACCT407A | Set up and operate a computerised accounting system | 80 |
| FNSICACC302A | Administer financial accounts | 10 |
| FNSICACC303A | Prepare, match and process receipts | 10 |
| FNSICACC305A | Process payment documentation | 10 |
| FNSICACC307A | Reconcile and monitor accounts receivable | 50 |
| | | 435 |

Access and Equity: In accordance with Equal Opportunity legislation, ECG treats every student fairly and without discrimination in the training environment.

For further information on:

- Access to training
- Appeals, complaints and grievances
- Disciplinary procedures
- Student Support Services
- Refunds

Refer to our student information code of practice page on our web site or refer to ECG for a hard copy.

Contact: Manager: Sharon Clements Email: sharonc@ecg.vic.edu.au
 Business Development: Laura Carson Email: laurac@ecg.vic.edu.au
 Phone: 5622 6000

Nationally Recognised Training -
Productivity Places Program is an Australian Government initiative-
www.productivityplaces.deewr.gov.au

For further information about ECG, visit our website: www.ecg.vic.edu.au