



**FNS30107**  
**CERTIFICATE III IN FINANCIAL SERVICES**

To attain a Certificate III in Financial Services 13 units must be achieved:

- 4 industry core units, plus
- 9 elective units.

**Core Units**

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

**Elective Units**

FNSICGEN303B	Work with others
FNSICGEN305B	Maintain daily financial/business records
FNSICADV301B	Provide general advice on financial products and services
FNSASIC301B	Establish client relationship and analyse needs
FNSASIC302B	Develop, present and negotiate client solutions
FNSRETA301B	Provide customer service in a retail agency
FNSRETA302B	Handle foreign currency transactions
FNSRETA303B	Monitor and manage transactions
FNSRETA304B	Administer debit card services
FNSRETA305B	Process customer accounts
FNSRETA306B	Process customer transactions
FNSRETA307B	Maintain Automatic Teller Machine (ATM) services
FNSRETA308B	Prepare statistical and ad hoc reports
FNSRETA309B	Balance cash holdings
FNSRETA310B	Maintain main bank account

