This course will prepare you to further your career ambitions in the Financial Services industry.

Apply theoretical and technical knowledge and develop financial strategies for individuals or organisations.

**COURSE DELIVERY**

This online program allows you to complete your Certificate IV in Financial Services within one year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with. A dedicated online teacher manages the learning environment, provides quality and intuitive learning materials, communicates with students, supports student learning and delivers feedback on work submitted.

**COURSE STRUCTURE**

This course requires completion of 13 units of competency. The units delivered in this course are:

- BSBADM405  Organise meetings
- BSBCUS402  Address customer needs
- BSBWHIS201  Contribute to health and safety of self and others
- BSBWOR203  Work effectively with others
- BSBWOR204  Use business technology
- BSBWOR404  Develop work priorities
- FNSACC402  Prepare operational budgets
- FNSACC405  Maintain inventory records
- FNSASIC301  Establish client relationship and analyse needs
- FNSCRD405  Manage overdue customer accounts
- FNSCUS402  Resolve disputes
- FNSINC401  Apply principles of professional practice to work in the financial services industry
- FNSSAM402  Implement a sales plan

**ASSESSMENTS**

A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, providing you with a well-rounded portfolio of work experience.
CAREER OPPORTUNITIES

On completion of this qualification, you will be qualified to perform duties of a generalist nature in financial planning, mortgage broking, banking, credit management, insurance, and retail financial services. This qualification will provide you with the ability to apply your technical and theoretical knowledge to independently complete your work requirements and also seek promotional opportunities in your existing employment or apply for roles as a first line supervisor.

LEARNING PATHWAYS

Students who complete this course may be eligible to continue with the pathway that leads to a Diploma of Financial Services or other specialist qualifications in the Financial Services Training Package.

TERMS AND CONDITIONS

» Registration and payment are required to confirm your place and must be received before you commence your online studies.

» Students who withdraw from a qualification are required to notify their Institute in writing.

» If you are withdrawing from training which is delivered fully online, you may be eligible for a partial refund as your participation commences at time of enrolment.

» If you are withdrawing from your studies you will be asked to identify if you are deferring your studies, discontinuing your studies or transferring to another TAFE NSW Institute or Registered Training Provider.

» Students are not eligible for refund of incidental fees.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at November 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.