

Certificate II in Financial Services & III in Business

Students choosing the Certificate II in Financial Services and III in Business will develop skills in communication, teamwork, problem-solving, initiative, enterprise, planning, organisation and technology.

The Certificate II in Financial Services is a very hands-on practical subject.



Our Mission

To develop inspired, innovative and resilient learners prepared to challenge the future.

Business Senior VET Certificate Courses



Certificate III Business

Pre-requisite subjects: General English

Units of Competency studied:

BSBCRT311 Apply critical thinking skills in a team environment

BSBPEF201 Support personal wellbeing in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

BSBTEC301 Design and produce business documents

BSBTEC303 Create electronic presentations

BSBWRT311 Write simple documents

BSBTEC201 Use business software applications

BSBPEF301 Organise personal work priorities

BSBOPS304 Deliver and monitor a service to customers

Students will also be required to complete 80 hours of work placement in a business role in two blocks of 40 hours across Yr 11 and Yr12.

Certificate II Financial Services

Units of Competency studied:

BSBWHS201 Contribute to the Health and Safety of self and others

BSBWOR203 Work effectively with others

BSB-
WOR204 Use business technology

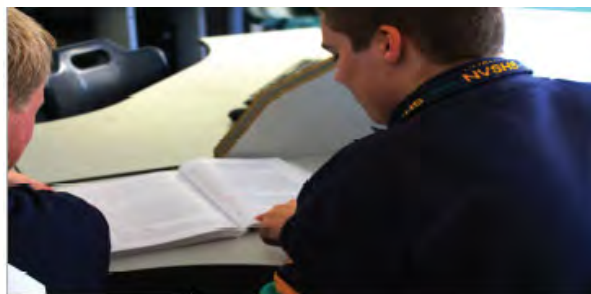
FNSINC301 Work effectively in the financial services industry

FNSFLT201 Develop and use a spreadsheet

FNSFLT202 Develop and use a savings plan

FNSFLT203 Develop knowledge of debt and consumer debt

FNSFLT204 Develop knowledge of superannuation



Tertiary Study

Associate diplomas and Diploma courses at TAFE

Careers include:

- Administration Assistant
- Data Entry
- Personal Assistant
- Receptionist
- Office Assistant
- Customer services
- Word Processor

