

## **INFORMATION SHEET - SSP (Gvt Funded) Courses**

### **ENROLMENT PROCESS**

Places in this course are limited to specified number of applicants who meet the eligibility criteria for this course and who lodge a completed Enrolment Form with the College.

Applications are processed on a first in basis. Enrolment Forms may be submitted by email (in scanned format), fax or post. The College will advise successful applicants of their entry into the course by email or letter.

Applicants must pay the compulsory Enrolment Fee within 7 days of being advised of entry into the course. The amount of the Fee is set by the NSW Department of Education based on the type and duration of the course. The Enrolment Fee is not refundable once the course starts.

### **HOW THE COURSE OPERATES**

All College courses are Nationally Accredited Training.

#### **DISTANCE COURSES:**

These courses operate as correspondence courses (we call this distance learning).

When the course starts you are sent learning materials and Assignments to complete. The learning materials may be textbooks, workbooks or other reading material. These are provided free of charge.

We call the assignments “Assessment Tasks”. Assessment Tasks are used to prove that you have learnt, and can apply, the required knowledge and skills. See the later information about the types of activities involved in the Assessment Tasks for your course.

You are given Due Dates for the return of each Assessment Task back to the College.

You are required to commit one full business day to participate in a small group workshop in the middle of the course if you have not at that time submitted all work due as at that date.

#### **WORKSHOP COURSES:**

These courses operate in exactly the same way as correspondence courses with the additional option of attending scheduled workshop classes. You must attend at least one workshop class, but attendance at other classes is optional.

### **IMPORTANT COURSE RULES**

The NSW Department of Education funds this course and so sets the required start and finish dates of the course. You must be willing and able to dedicate sufficient time to complete the course within this timeframe.

You are not permitted to enroll in more than one government funded class at the same time.

## **CERTIFICATE III IN FINANCIAL SERVICES (MERCANTILE AGENTS)**

Booking ID 50806

### **COURSE CONTENT**

<b>FULL OR PARTIAL COURSE:</b>	Partial – 3 units of the 13 required
<b>OUTCOME:</b>	Statement of Attainment
<b>APPROXIMATE TIME COMMITMENT:</b>	4 hrs per week
<b>MODULES:</b>	1. Working in Financial Services 2A. Professional Practices 2B. Professional Practices - Compliance 3. Debt Collection

### **IMPORTANT FACTS**

<b>ENROLMENT FEE:</b>	\$164
<b>PLACES AVAILABLE</b>	6
<b>DELIVERY METHOD:</b>	Distance - correspondence
<b>LOCATION:</b>	North Coast Region
<b>START DATE:</b>	From 1 <sup>st</sup> March 2007
<b>COMPLETION DATE:</b>	30 <sup>th</sup> August 2007
<b>WORKSHOP DATE:</b>	N/a
<b>COMPULSORY ATTENDANCE DAY:</b>	Optional info session in Lismore TBA 28 June 2007 if required

### **COURSE CRITERIA**

- Employment as a Mercantile Agent
- Work in the North Coast region
- Not be eligible for Existing Worker Traineeships (contact the College if unsure)
- Average literacy skills as reading material is issued

### **REQUIRED RESOURCES**

<b>REQUIRED RESOURCES:</b>	<ul style="list-style-type: none"><li>▪ all required resources are provided</li><li>▪ internet access to look at legislation is required</li></ul>
<b>PREFERRED RESOURCES:</b>	<ul style="list-style-type: none"><li>▪ PC with Microsoft Word application if you want to type your answers (but this is not required)</li></ul>

### **COMPLETING THIS QUALIFICATION**

The NSW Department of Education and Training will only be funding partial courses under its Strategic Skills Program.

The College will be offering the ability to complete the full Certificate III in Financial Services (Mercantile Agents) qualification covering the debt collection, repossession and process serving streams.

The price to complete the full qualification after this class is \$1251 (subject to completion of this class before the class end dates)