


GETSET
EDUCATION

2027 Course Information

FNS20120 Certificate II in Financial Services

Delivered under a third party arrangement with the student's school.

The students' school supports; student recruitment, delivers training and assessment and school-based support. Get Set Education (RTO Code 45252) manages enrolment, online learning resources, and assessment requirements.

Course Dates: Semester 1, 2027 to 31 December 2028

This Course Information document gives students and parents/guardians the key information they need before applying for the FNS20120 Certificate II in Financial Services with Get Set Education.

It should be read together with the Get Set Education Student Handbook, which includes detailed information about student rights and responsibilities, fees and refunds, complaints and appeals, privacy, academic integrity, support, credit transfer and recognition of prior learning.

1

Course snapshot

The key details at a glance

Area	Information
Qualification Details	
Qualification	FNS20120 Certificate II in Financial Services
Training Product Status	Release 2, current as of 15 June 2022. Refer https://training.gov.au/training/details/FNS20120/qualdetails
Delivery mode	Blended face-to-face with online learning, delivered by a school based Trainer/Assessor and supported by online learning through aXcelerate.
Delivery location	Classes scheduled at the student's school. Class locations will be advised by the school.
Duration	12 months, including 12 weeks of school holidays

Area	Information
Face-to-Face class commitment	As per the student's school timetabled classes.
Independent study commitment	Approximately 7 hours per week outside face-to-face classes
Course commencement	Semester 1, 2027
Course completion date	31 December 2027
Course schedule	The current course schedule is available in section 10 of this document.
Certification	Get Set Education issues qualifications and statements of attainment to students who successfully meet the required outcomes.

Area	Information
Course Provider	
RTO	Get Set Vocational Education and Training Pty Ltd, trading as Get Set Education
RTO Code	45252
Postal Address	c/- Scarborough Business Centre P.O. Box 238, Scarborough Qld 4020
Phone	1300 446 448
Email	support@getset.edu.au

Information current at publication

This information is current at the time of publication and may be subject to change; Get Set Education will notify affected students as soon as practicable of any changes that may impact their training, assessment, fees, schedule, support services or qualification requirements.

2

About the course

What students will learn and how the course works

The FNS20120 Certificate II in Financial Services is a nationally recognised qualification designed to build foundational financial literacy, financial services knowledge and practical workplace skills.

Money decisions are part of everyday life, from budgeting, saving and spending to understanding credit, tax, banking, records and how the financial system works. This course helps students build confidence with practical financial concepts that can support them in future study, work and everyday decision-making.

Throughout the course, students explore how people and organisations manage money, make financial decisions and use business systems to support everyday financial and workplace tasks. They may develop personal budgets, explore savings goals, learn about debt and consumer credit, build knowledge of taxation, use business software, apply communication skills and consider safe and effective workplace practices.

Students do not need financial services experience before starting the course. This course is designed for students who are interested in money management, business, customer service, administration, financial services, workplace communication or building practical skills that may support future study, work and everyday life.

Get Set Education's learning materials are developed specifically for high school learners, while still meeting the requirements of the nationally recognised qualification. Students work through age-appropriate examples, realistic workplace-style scenarios, structured templates and clear instructions designed to help them build confidence as they develop practical financial and workplace skills.

The course is delivered in a structured and supported learning environment, with learning activities designed to help students build practical skills and confidence as they progress through the course.

Simulated business environment

Student's complete tasks that reflect workplace-style financial services and business activities, using realistic documents, scenarios, templates and processes. Instead of just learning about money and financial services, students get to practice skills such as budgeting, using business software, communicating clearly, understanding financial information and completing everyday workplace tasks in action.

3

What students will study

12 units of competency

To achieve the FNS20120 Certificate II in Financial Services, students must successfully complete 8 units of competency.

Core unit code	Core unit title
BSBTEC201	Use business software applications
BSBCMM211	Apply communication skills
BSBWHS211	Contribute to the health and safety of self and others
FNSINC311	Work together in the financial services industry

Elective unit code	Elective unit title
FNSFLT211	Develop and use personal budgets
FNSFLT213	Develop knowledge of debt and consumer credit
FNSFLT216	Develop knowledge of taxation
FNSFLT215	Develop knowledge of the Australian financial system and markets

4

Course pathways

Where this course may lead

This course may support students who are interested in building foundational financial literacy, financial services knowledge and practical workplace skills that can be used across a range of future study and employment pathways.

The FNS20120 Certificate II in Financial Services may be relevant for students interested in money management, customer service, administration, business, financial services, office-based work or learning more about how the financial services industry operates.

Personal money management Build practical knowledge of budgeting, savings goals, spending habits, consumer credit, taxation basics and everyday financial decision-making.	Banking and financial services support Explore foundational knowledge of the Australian financial system, financial markets, financial services workplaces and how people and organisations manage money.
Customer service and client support Develop communication, teamwork and workplace skills that may support future customer service, client support or business services pathways.	Administration and business software Build practical skills in business software, record keeping, data entry, office support tasks, workplace communication and safe work practices.

Completion of this qualification may also support further study or pathway options, depending on individual circumstances, provider requirements and entry requirements. Students should check requirements directly with the provider they are interested in.

5

Is this course the right fit?

Suitability is reviewed before enrolment is confirmed

This course is designed for students who are interested in building foundational financial literacy, financial services knowledge and practical workplace skills that can be used across a range of future study, work and everyday life situations.

The FNS20120 Certificate II in Financial Services is suited to students who are interested in money management, budgeting, saving, customer service, administration, business, financial services, workplace communication or learning more about how people and organisations manage money.

Before enrolment is confirmed, student suitability is reviewed. This includes considering the student's interest in the course, school subject selection process, Language, Literacy, Numeracy and Digital skills, support needs and access to the technology required for learning and assessment.

To be considered for this course, students need to:

- have an interest in financial literacy, money management, business, customer service or future study/employment pathways
- complete the school subject selection process
- complete the required LLND assessment before enrolment is accepted
- have parent/guardian permission if under 18 years of age
- have suitable access to a BYOD laptop and reliable internet
- attend timetabled classes at school
- complete learning activities and assessment tasks across the course
- be able to manage homework and independent study in line with other senior school subjects.

6

LLN and Digital Capabilities Indicators

Completed before the online application

Before submitting an online application, students must complete an LLN Indicator and a Digital Capabilities Indicator. These checks help Get Set Education understand the student's starting point, whether the course is the right fit, and whether support may be needed.

LLN result	What this means
ACSF Level 2 or above	Meets entry level
ACSF Level 1	An Individual Support Plan may be considered
ACSF Level 0	Other study options may be more suitable at this time

Digital result	What this means
Score 7+ / 12	Meets entry level
Score 5 + / 12	Relevant digital support or micro-course activities may be provided
Score 1-4 / 12	Other study options may be more suitable at this time

Suitability advice

If a student does not currently meet the required level, Get Set Education will provide advice about whether the course is suitable or whether another pathway may be better at this time.

7

Support and wellbeing

Course support, reasonable adjustment and wellbeing pathways

Get Set Education is committed to helping students access their learning and assessment fairly.

- trainer/assessor guidance during classes
- weekly or school holiday study support sessions
- support with aXcelerate access and navigation
- LLN Robot support resources, where relevant
- reasonable adjustments to assessment, where appropriate
- referral to external support services, where required

If LLN, digital literacy or other learning needs are identified, an Individual Support Plan may be developed by the student's school. The purpose of the plan is to identify reasonable support strategies that help the student participate in the course and work towards competency.

Students are encouraged to tell Get Set Education about any disability, learning need, medical consideration or support need they feel comfortable sharing. This helps Get Set Education liaise with the student's school and provide accurate advice about available support.

Wellbeing note

Get Set Education is not a crisis or clinical wellbeing service. If a student needs personal, mental health, medical or emergency support, in the first instance they should speak with a parent/guardian, school wellbeing contact, GP, counsellor or appropriate support service. Get Set Education can provide referral phone numbers, any costs associated with using any of those referral services is the student's responsibility.

8

Technology requirements

What students need and what to expect

To complete this course, students must have regular access to:

Computer or laptop Running Windows 10+ (or macOS 11+) with a current web browser (Chrome recommended). A phone or tablet is not enough for completing assessments.	Reliable internet Students need internet access to view learning materials and submit assessment tasks, including for independent study outside timetabled lessons at school.
Headset capable For e-Learning tutorial videos and completing the LLN assessment.	Software access Microsoft Office (Word, Excel, PowerPoint) or compatible software, advised by the student's school.

Students are required to complete independent online learning through aXcelerate. This may include structured e-learning modules, videos, readings, templates and workplace-style documents, activities and assessment tasks.

9

Independent study and assessment

How students keep moving through the course

In addition to face-to-face classes, students are expected to complete approximately 7 hours of independent study per week.

- reading course materials and watching course videos
- completing online learning activities
- researching business topics
- reviewing simulated workplace documents
- preparing and completing assessment tasks
- making improvements after trainer feedback

Assessment is completed through aXcelerate and may include written questions, projects, case studies, role plays, research tasks, reports, presentations and simulated workplace activities.

Assessment attempts

If a student is marked Not Yet Satisfactory, they will receive feedback and be provided an opportunity to resubmit. Get Set Education allows three assessment attempts. After three attempts, additional training, re-enrolment and/or a pro-rata fee may apply.

10

Course schedule and progress

The current schedule is maintained by Get Set Education

Course schedule link

The current course schedule is available here: [S1-2027 Course Schedule](#). Students should review the schedule before applying and check it regularly during the course.

The course schedule provides the planned timing of units, learning activities, assessment due dates and key course milestones. Get Set Education may update the course schedule where required. If a change may affect students, Get Set Education will notify students as soon as practicable.

Students are expected to:

- attend timetabled classes (class attendance is monitored 80% attendance expectation)
- log in to aXcelerate regularly
- check course messages and announcements
- complete learning activities and assessments by the required dates
- respond to contact from the school based Trainer/Assessor and Get Set Education
- ask for help early if they are unsure or falling behind

Get Set Education may contact students, parents/guardians and, where relevant, the student's school about course progress, attendance, overdue work, support needs or important course updates.

11

Credit Transfer and Recognition of Prior Learning

Existing learning may be recognised

Students may be eligible for Credit Transfer if they have already completed the same or equivalent units with another RTO or authorised issuing organisation. There is no charge to apply for Credit Transfer.

Students may also apply for Recognition of Prior Learning if they believe they already have the skills and extensive knowledge required for one or more units. Recognition of Prior Learning requires evidence and is assessed according to Get Set Education's RPL process.

If Credit Transfer or RPL is granted, the student's course duration or assessment requirements may change. More information is available in the [Student Handbook](#).

12

Fees and payment options

Fee-for-service course

Fee type	Amount
Application Fee	\$49.00
Course Fee	\$200.00
Total	\$249.00

The total course fee is \$249.00. This includes a non-refundable \$49.00 application fee, which is collected when the online application form is submitted. The remaining \$200.00 course fee is payable after enrolment confirmation, using one of the payment options below.

The application fee is paid via Stripe on our website and attracts a Stripe processing fee of: Domestic Cards 1.7% + \$0.30 & International Cards 3.5% + \$0.30 (+ 2% if currency conversion is required).

Fees include

Training and assessment services, required learning materials, aXcelerate access and trainer/assessor support related to the course.

Additional costs may include

Stationery, computer/laptop and internet access, replacement certification documents, external support services and re-enrolment or additional training fees where applicable.

Parents/guardians can choose one of the following payment methods for the remaining \$200.00 course fee:

Option 1 - Upfront payment An invoice is issued by Get Set Education on commencement of the course, generally early February (or as soon as practical if the student starts after course commencement) for the full \$200.00. Payment is due within 14 days. How to make payment for Upfront payments: 1. Bank Transfer (no fees) 2. Stripe (fees as advised above)	Option 2 - 12 month payment plan Students, parents or guardians may choose to pay the course fees through a 12-month direct debit payment plan administered by Debit Success. This payment plan is an optional payment method. Where this payment option is selected, additional Debit Success fees and charges will apply. These fees and charges are payable directly to Debit Success, are set by Debit Success, and are not controlled by Get Set Education. Debit Success fees and charges may include establishment fees, transaction or service fees, failed payment fees, dishonour fees, or other fees outlined in the Debit Success Direct Debit Request Service Agreement. The current fee schedule and terms will be provided by Debit Success before the payment plan is established. Students, parents or guardians must review and accept those terms before direct debit payments commence.
---	--

Please note: If direct debit payments are not up to date, access to the learning management system may be affected in accordance with the payment terms.

For detailed information about fees, withdrawals and refunds, students should refer to the Get Set Education [Fees and Refunds Policy](#).

13

USI and how to apply

What students do next

Unique Student Identifier

Students must provide a valid Unique Student Identifier, known as a USI, before Get Set Education can issue a qualification or statement of attainment. Students can create or find their USI through the Australian Government USI system. <https://www.usi.gov.au/>

1 Complete the Application Pack received via email
Students complete the LLN and Digital Capabilities Indicators (LLND).

2 Submit the online application
Students complete the online application form, pay the \$49.00 application fee and provide the required information, including their USI. If the student is under 18, parent/guardian permission is required.

3 Receive suitability advice
Get Set Education reviews the LLND results and may provide advice to the student's school contact who will discuss support options or other pathways available for senior schooling if LLND requirements are not met.

4 Receive enrolment confirmation & login credentials

Once the LLND requirements are complete and the online application has been reviewed, students and parents/guardians will receive:

1. A course confirmation email from Get Set Education advising the outcome of the LLND suitability review, along with a link to the Student Handbook.
2. Login credentials are usually provided 24 business hours prior to the student's first class, or as requested by the school-based Trainer/Assessor. If the course has already commenced, login credentials will be provided after the confirmation email.

Students must not commence the course prior to their first scheduled class.

5 Complete course induction
Induction covers course expectations, online learning, assessment, support, communication, student responsibilities and how to get help.

14

Contact Get Set Education

Questions about the BSB50120 Diploma of Business

We are here to help.

Phone: 1300 446 448 | Email: support@getset.edu.au | Website: www.getset.edu.au