

# Financial Services

## Why study Financial Services?

As part of your HSC you can choose to study a VET Course. The financial services industry provides accounting and administrative support to commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations. Your course allows you do 2 weeks of workplacement

## Whilst on Workplacement You Can

- ✓ Receive phone calls & take messages
- ✓ Process incoming & outgoing mail
- ✓ Perform manual petty cash handling
- ✓ Produce word documents & spreadsheets
- ✓ Process financial transactions
- ✓ Perform financial calculations
- ✓ Extract & prepare financial reports
- ✓ Follow workplace health & safety procedures

Work Placements and School-based Apprenticeships & Traineeships are excellent opportunities for students to gain valuable experience in workplaces while still at school.



*For more information speak to your school's VET Coordinator*