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## City & Guilds

### 600/1639/5 Level 3 Certificate in Providing Financial Services

#### OVERVIEW

##### What does this qualification cover?

The Level 3 Certificate in Providing Financial Services provides a range of knowledge and practice required to work in a specific technical area of Financial Services that the learner is working in or wishes to work in and the opportunity to develop some skills in another area of interest.

This comprises three mandatory units

- Improving and maintaining workplace competence in a financial services environment
- Complying with regulations within the financial services environment
- Developing productive working relationships with colleagues

Plus a 2 units from one of the Technical Groups of their chosen career path;

- Banks & Building Society Accounts
- Customer Payments for Financial Products and Services
- General Insurance
- Investment Operations
- Life, Pensions and Investment
- Financing and Credit
- Administration for Financial Planning and/or Mortgage Intermediaries
- Pension Scheme Administration

Plus 3 units from the two Sub-Groups covering Debt Collection and 2 unit from any area.

This is a Framework qualification.

### Who could take this qualification?

The Level 3 Certificate in Providing Financial Services qualification is designed for learners who want to work within banks and building societies, business administration and customer service organisations where their role will involve providing financial services.

There are no formal entry requirements for learners undertaking this qualification, though new learners will benefit from achieving the Level 2 Certificate in Providing Financial Services. The qualification is suitable for a wide age range starting at 16.

### **What could this qualification lead to?**

#### Will the qualification lead to employment?

This qualification provides the skills and knowledge for a learner to undertake a role within the Financial Services sector such as;

- Trainee Underwriter
- Trainee Claims Official
- Trainee Broker or Sales Representative
- Senior Bank Cashiers
- Senior Customer Advisers
- Foreign Currency Advisers
- Corporate Actions/Settlement Advisers
- Pension Administrators/Team Leaders

#### Will the qualification support progression to further learning?

The Level 3 Certificate in Providing Financial Services can lead to the following qualifications:

- Advanced Apprenticeship in Providing Financial Services - Pensions, Insurance, Banking, Investments, Debt Collections
- 600/8080/2 Level 4 Diploma in Insurance
- 600/7992/7 Level 4 Diploma in Banking
- Higher Apprenticeship in Banking
- Higher Apprenticeship in Insurance

#### Using this size of qualification

This qualification has been created to provide an introduction into the Financial Services sector and allow the learner to select a set of units that support a specific job role within Banking, Insurance, Pensions, Investments and Debt Collection.

The Level 3 Certificate in Providing Financial Services is the main qualification within the Advanced Apprenticeship in Providing Financial Services - Pensions, Insurance, Banking, Investments, Debt Collections.

Who supports this qualification?

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