

FNS41815 - Certificate IV in Financial Services

UNIT CHOOSER FORM

1 Core and 12 Electives (a minimum of 6 of the electives for this qualification must be from FNS coded units)

This qualification is intended to provide a flexible general purpose pathway in the financial services industry. It is intended to meet the training needs of employees with roles that involve working across a range of duties in the financial services sector where a specialist qualification is not the most suitable qualification to meet their training needs.

For current advice on ASIC compliance under RG146 refer to the advice bulletin on the IBSA website or contact ASIC.

The job roles that this qualification is likely to address are:

- Generalist financial services roles where a varied skill base is required ☐
- Retail financial services officer in a small branch or organisation where the role is varied ☐
- Retail or wholesale financial services administration staff (where a financial services ☐ qualification is better suited to address industry and compliance knowledge/skill ☐ training outcomes to support employee in the role). ☐
- Leading/supervising a team ☐
- Performing duties of a first line supervisor ☐

Pathways Information - this qualification would provide a pathway into any Diploma level qualification in the Financial Services training package, based upon the electives chosen.

Your Name: _____

PLEASE TICK YOUR CHOSEN UNITS BELOW

CORE UNIT – Must choose this 1 unit

			RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
FNSINC401	Apply principles of professional practice to work in the financial services		RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

ELECTIVE UNITS – Please choose 12 from below or provide proof of prior completion by email. A minimum of 6 units must have an FNS coding.

GROUP A - Entry Level Skill Units:		RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
BSBWOR203	Work effectively with others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS201	Contribute to health and safety of self and others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

FNS41815 – Certificate IV in Financial Services – UNIT CHOOSER FORM

BSBWOR204	Use business technology If choosing this unit, what version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>GROUP B – ASIC Units:</i>				
FNSASIC301	Establish client relationship and analyse needs	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSASIC302	Develop, present and negotiate client solutions	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>GROUP C – General Financial Service Units:</i>				
FNSACC402	Prepare operational budgets	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC403	Make decisions in a legal context	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC405	Maintain inventory records	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSBKG405	Establish and maintain a payroll system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCUS402	Resolve disputes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSSAM402	Implement a sales plan	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>GROUP D –Lending Units:</i>				
FNSCRD405	Manage overdue customer accounts	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>GROUP E – Generic Units:</i>				
BSBADM405	Organise meetings	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM401	Make a presentation	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCOM401	Organise and monitor the operation of compliance management system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCOM402	Implement processes for the management of a breach in compliance requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCCO405	Survey stakeholders to gather and record information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

FNS41815 – Certificate IV in Financial Services – UNIT CHOOSER FORM

BSBCUS401	Coordinate implementation of customer service strategies	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS402	Address customer needs	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS403	Implement customer service standards	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM401	Implement workplace information systems	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITS401	Maintain business technology	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU402	Develop and use complex spreadsheets If choosing this unit, what version of Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR402	Lead effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR403	Lead team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT401	Show leadership in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT403	Implement continuous improvement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT405	Provide personal leadership	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG411	Apply project quality management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG412	Apply project cost management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG415	Apply project risk management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBREL402	Build client relationships and business networks	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRES401	Analyse and present research information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRKG404	Monitor and maintain records in an online environment	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

FNS41815 – Certificate IV in Financial Services – UNIT CHOOSER FORM

BSBRSK401	Identify risk and apply risk management processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSMB407	Manage a small team	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR404	Develop work priorities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
TAEDEL402	Plan, organise and facilitate learning in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
TAEDEL404	Mentor in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

If you have completed any of the above units within a different Certificate IV or Diploma level qualification already, please email a copy of your Statement of Attainment or qualification Transcript and we may be able to allocate Credit Transfer for these units.

Once completed, please email to support@financeinstitute.com.au