



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.

PLEASE TICK YOUR CHOSEN UNITS BELOW

CORE – Must choose this 1 unit

	FNSINC401	Apply principles of professional practice to work in the financial services
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ELECTIVES – Please choose 12 from below or provide proof of prior completion by email. A minimum of 6 units must have an FNS coding.

<i>GROUP A - Entry Level Skill Units:</i>		
	BSBWOR203	Work effectively with others
	BSBWHS201	Contribute to health and safety of self and others
<i>GROUP B – ASIC Units:</i>		
	FNSASIC301	Establish client relationship and analyse needs
	FNSASIC302	Develop, present and negotiate client solutions
<i>GROUP C – General Financial Service Units:</i>		
	FNSACC402	Prepare operational budgets
	FNSACC403	Make decisions in a legal context
	FNSACC405	Maintain inventory records
	FNSBKG405	Establish and maintain a payroll system
	FNSCUS402	Resolve disputes



	FNSSAM402	Implement a sales plan
<i>GROUP D –Lending Units:</i>		
	FNSCRD405	Manage overdue customer accounts
<i>GROUP E – Generic Units:</i>		
	BSBADM405	Organise meetings
	BSBCMM401	Make a presentation
	BSBCOM401	Organise and monitor the operation of compliance management system
	BSBCOM402	Implement processes for the management of a breach in compliance requirements
	BSBCCO405	Survey stakeholders to gather and record information
	BSBCUS401	Coordinate implementation of customer service strategies
	BSBCUS402	Address customer needs
	BSBCUS403	Implement customer service standards
	BSBINM401	Implement workplace information systems
	BSBITS401	Maintain business technology
	BSBITU402	Develop and use complex spreadsheets If choosing this unit, please indicate whether you use Excel version <input type="checkbox"/> 2007 or <input type="checkbox"/> 2010 or <input type="checkbox"/> 2013
	BSBLDR402	Lead effective workplace relationships
	BSBLDR403	Lead team effectiveness
	BSBMGT401	Show leadership in the workplace
	BSBMGT403	Implement continuous improvement
	BSBMGT405	Provide personal leadership
	BSBPMG411	Apply project quality management techniques
	BSBPMG412	Apply project cost management techniques
	BSBPMG415	Apply project risk management techniques
	BSBREL402	Build client relationships and business networks
	BSBRES401	Analyse and present research information
	BSBRKG404	Monitor and maintain records in an online environment
	BSBRSK401	Identify risk and apply risk management processes
	BSBSMB407	Manage a small team
	BSBWOR404	Develop work priorities
	TAEDEL402	Plan, organise and facilitate learning in the workplace
	TAEDEL404	Mentor in the workplace

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 can allocate Credit Transfer for these units.