



Trainee Name: _____ Date: _____

PLEASE TICK YOUR CHOSEN UNITS BELOW

CORE Units (9 units from the rows below are to be ticked)	RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
FNSCRD401 Assess credit applications	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD402 Establish and maintain appropriate security	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD403 Manage and recover bad and doubtful debts	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD404 Utilise the legal process to recover outstanding debt	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD405 Manage overdue customer accounts	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"/>
FNSINC401 Apply principles of professional practice to work in the financial services industry	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSORG401 Conduct individual work within a compliance framework	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSRSK401 Implement risk management strategies	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
ELECTIVE Units (3 units out of the rows below are to be ticked)			
BSBCUE203 Conduct customer engagement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM301 Process customer complaints	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"/>
BSBFIA401 Prepare financial reports	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>



[Full qualification = 9 Core Units + 3 Elective Units]

BSBMGT405 Provide personal leadership	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"/>
BSBSMB407 Manage a small team	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"/>
BSBWOR501 Manage personal work priorities and professional development	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC411 Process business tax requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

If you have already completed alternative Elective units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification.

	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>

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