



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"/>
FNSINC411 Conduct work according to professional practices in the financial services industry	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSORG411 Conduct individual work within a compliance framework	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSRSK411 Apply risk management strategies to own work	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"/>



BSBMGT405 Provide personal leadership	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"/>

An alternative elective unit may be selected from any one of our other courses if preferred. Only one alternative Elective unit is permitted. If you prefer this, please note that unit code/name below.			
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
If you have already completed equivalent units through RPL, Credit Transfer or Study, please note those unit code/names 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"/>	
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	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