



Trainee Name: _____ Date: _____

PLEASE TICK YOUR CHOSEN UNITS BELOW (10 ticks required for full qualification)

CORE Units (7 units from the rows below are to be ticked)	RPL¹ 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"/>
FNSCRD412 Establish and maintain appropriate security options for credit facilities (equivalent to FNSCRD402)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD415 Manage overdue customer accounts (equivalent to FNSCRD405)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCUS412 Resolve disputes (equivalent to FNSCUS402)	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)			
BSBLDR411 Demonstrate leadership in the workplace (equivalent to BSBMGT401)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR414 Lead team effectiveness (equivalent to BSBLDR403)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS305 Process customer complaints (equivalent to BSBCMM301)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS404 Implement customer service strategies (equivalent to BSBCUS401)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPEF501 Manage personal and professional development	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC411 Process business tax requirements (equivalent to FNSACC401)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

¹ RPL (Recognition of Prior Learning) is optional and requires a separate RPL Application form where full evidence and RPL fee is required.



FNSACC421 Prepare financial reports (This unit requires pre-existing knowledge of managing ledgers / accounts)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD311 Process applications for credit (equivalent to FNSCRD301)	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"/>
FNSCRD413 Manage and recover bad and doubtful debts (equivalent to FNSCRD403)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

One 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