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)	**RPL[1] or Credit Transfer (CT) or Study Unit – please tick your preference**
FNSCRD401 Assess credit applications	RPL ☐ CT ☐ Study Unit ☐
FNSCRD412 Establish and maintain appropriate security options for credit facilities (equivalent to FNSCRD402)	RPL ☐ CT ☐ Study Unit ☐
FNSCRD415 Manage overdue customer accounts (equivalent to FNSCRD405)	RPL ☐ CT ☐ Study Unit ☐
FNSCUS412 Resolve disputes (equivalent to FNSCUS402)	RPL ☐ CT ☐ Study Unit ☐
FNSINC411 Conduct work according to professional practices in the financial services industry	RPL ☐ CT ☐ Study Unit ☐
FNSORG411 Conduct individual work within a compliance framework	RPL ☐ CT ☐ Study Unit ☐
FNSRSK411 Apply risk management strategies to own work	RPL ☐ CT ☐ Study Unit ☐
ELECTIVE Units (3 units out of the rows below are to be ticked)	
BSBLDR411 Demonstrate leadership in the workplace (equivalent to BSBMGT401)	RPL ☐ CT ☐ Study Unit ☐
BSBLDR414 Lead team effectiveness (equivalent to BSBLDR403)	RPL ☐ CT ☐ Study Unit ☐
BSBOPS305 Process customer complaints (equivalent to BSBCMM301)	RPL ☐ CT ☐ Study Unit ☐
BSBOPS404 Implement customer service strategies (equivalent to BSBCUS401)	RPL ☐ CT ☐ Study Unit ☐
BSBPEF501 Manage personal and professional development	RPL ☐ CT ☐ Study Unit ☐
FNSCRD311 Process applications for credit (equivalent to FNSCRD301)	RPL ☐ CT ☐ Study Unit ☐

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

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FNSCRD404 Utilise the legal process to recover outstanding debt	RPL ☐	CT ☐	Study Unit ☐
FNSCRD413 Manage and recover bad and doubtful debts (equivalent to FNSCRD403)	RPL ☐	CT ☐	Study Unit ☐

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 ☐	CT ☐	Study Unit ☐
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 ☐	CT ☐	
	RPL ☐	CT ☐	
	RPL ☐	CT ☐	
	RPL ☐	CT ☐	
	RPL ☐	CT ☐	

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